



UNITED STATES AIR FORCE

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OCCUPATIONAL SURVEY REPORT

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COMMUNICATIONS-COMPUTER SYSTEMS
PLANNING AND PROGRAMS MANAGEMENT

AFSC 496X0

AFPT 90-496-817

DECEMBER 1990

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OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT SQUADRON
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000

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HQ ESC/TTA	1		1	
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HQ MAC/TTA	1		1	
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PREFACE

This report presents the results of an occupational survey of the Communications-Computer Systems Planning and Programs Management career ladder, AFSC 496X0. Authority for conducting occupational surveys is found in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Mr Don Cochran, Occupational Analyst, developed the survey instrument. Mr William C. Cosgrove analyzed the survey data and wrote the final report. Ms Rebecca Hernandez provided computer programming support, and Mr Richard G. Ramos provided administrative support. This report has been reviewed and approved for release by Lieutenant Colonel Charles D. Gorman, Chief, Airman Analysis Section, Occupational Analysis Branch, USAF Occupational Measurement Squadron.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Branch (OMY), Randolph AFB, Texas 78150-5000.

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SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 648 AFSC 496X0 respondents worldwide. This represents 74 percent of the total assigned AFSC 496X0 population and 81 percent of those eligible.
2. Specialty Jobs: Analysis of the survey data revealed a varied job structure, with 11 jobs being identified. Two job clusters, including 60 percent of the survey sample, are the core jobs of the career ladder. Jobs differ based on the functional areas in which primary work is accomplished and the scope and percent time spent of tasks performed. Thirteen percent of the airmen in the sample were not found in any of the identified jobs.
3. Career Ladder Progression: AFSC 496X0 personnel follow an orderly skill level progression. The 3-skill level personnel have the narrowest job performing a comparatively small average number of tasks, while 5-skill level personnel have a broader job with increased responsibility and a greater average number of tasks performed. The 7-skill level personnel have an extensive job, with supervisory and managerial responsibilities in addition to AFSC-related tasks. The 9-skill level personnel also have a very extensive job, becoming more involved in management responsibilities. The CEM perform fewer tasks than either the 7- or 9-skill level personnel, with the majority of these being managerial tasks.
4. AFR 39-1 Specialty Descriptions: The three AFR 39-1 Specialty Descriptions for the Communications-Computer Systems (C-CS) Planning and Programs Management career ladder (Specialist, Technician, and Superintendent) were reviewed against survey data. Seventeen areas of the descriptions for the five separate skill levels found in the three descriptions reflect low percent-members-performing survey data for corresponding tasks and should be reviewed by classification personnel.
5. Training: The Specialty Training Standard (STS) was reviewed and analyzed, showing 20 percent of the matched STS elements not supported by survey data. The Plan of Instruction (POI) was also reviewed and analyzed, showing 60 percent of the matched POI elements not supported by survey data. Additionally, there are tasks not matched to elements of the STS and POI that require review.
6. CONUS versus Overseas Groups: The personnel in both areas perform similar jobs with very minor differences between them.
7. Job Satisfaction: The job satisfaction of personnel in the survey sample, with a few exceptions, is not much different from the job satisfaction of a comparative group of personnel in similar AFSCs surveyed in 1989. As job responsibilities increase and become broader, the percentage of personnel responding favorably to job satisfaction questions also increases.
8. Implications: The AFR 39-1 descriptions, the STS, and the POI need to be reviewed for potential changes.

OCCUPATIONAL SURVEY REPORT
COMMUNICATIONS-COMPUTER SYSTEMS
PLANNING AND PROGRAMS MANAGEMENT
(AFSC 496X0)

INTRODUCTION

This is a report of an occupational survey of the Communications-Computer Systems (C-CS) Planning and Programs Management career ladder (AFSC 496X0) completed by the Occupational Analysis Branch, USAF Occupational Measurement Squadron in November 1990. This is the first occupational survey for this career ladder. It was requested by the Air Force functional manager, Headquarters USAF/SCBH, to verify utilization and training. This was required because of major changes in the responsibilities and functions of the career ladder, changes in the AFSC technical training, and changes in the career development course that have occurred over the past several years.

Background

The C-CS Planning and Programs Management career ladder was created in 1985 when AFSC 296X0, Communications-Electronic Programs Management, was converted to AFSC 496X0. As described in the current AFR 39-1 Specialty Description, C-CS Planning and Programs Management (AFSC 496X0) personnel are responsible for the following areas:

- Planning, organizing, and controlling C-CS programs management activities
- Managing C-CS architecture, systems configuration, and integration
- Managing the planning and identification of C-CS requirements
- Maintaining unit manpower document, master agreement file, ADPE inventory, and liaison with civil engineers
- Administratively managing C-CS contracts

There is a Category A training course (E3ABR49630-002) for personnel entering the 496X0 career ladder. Individuals entering this career ladder are mostly cross-trained from another career field, with a smaller number entering through the pipeline from basic training. In fiscal year 1990, the number of students was 129, with only 27 percent pipeline airmen.

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SURVEY METHODOLOGY

Inventory Development

Data for this survey were collected using USAF Job Inventory AFPT 90-496-817, dated November 1989. A preliminary task list was prepared by the Inventory Developer after a careful review of the AFSC 296X0 OSR, the AFSC 296X0 task list, current career ladder publications, training documents, and directives to determine tasks to be used in the initial task listing. This initial task listing was then refined with the help of subject-matter experts from Keesler AFB MS, the Technical Training Center responsible for the career ladder. From this, a preliminary job inventory was prepared and then validated through personal interviews at 11 bases where 114 C-CS Planning and Programs Management personnel representing 52 operational bases were interviewed. Annex A provides detailed data concerning the visits to the operational bases. Other significant contacts with personnel having career ladder involvement included Air Force Military Personnel Center (AFMPC) classification, functional, and resource managers; Air Force Functional Manager; and HQ ATC Training Staff Officer.

The final job inventory contains a comprehensive list of 642 tasks grouped under 14 duty headings. The survey has standard background questions asking for grade, duty title, time in service, time in present job, and time in career field. In addition, there are questions requesting such information as how an individual was assigned to the career ladder, functional area best describing the job, organizational level of present assignment, job satisfaction, and intent to reenlist.

Survey Administration

A computer-generated mailing list was provided by the Air Force Human Resources Laboratory (AFHRL) and used to mail the job inventories. From March to July 1990, Consolidated Base Personnel Offices at operational bases worldwide administered the job inventory to personnel holding DAFSC 49630, 49650, 49670, 49690, and 49600.

All individuals who filled out an inventory first completed an identification and biographical information section. Next, they answered questions in the background portion of the inventory. They were then directed to go through the booklet and check each task performed in their current job. Finally, they were asked to go back and rate each task they had checked using a 9-point scale reflecting relative time spent on each task compared to all other tasks. Ratings ranged from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent). The relative time spent on tasks was computed by first totaling all rating values on the inventory. Then the rating value for each task was divided by this total and the result multiplied by 100. The percent time spent ratings were used with the percent members performing values to help describe the various groups in this career ladder.

Survey Sample

All eligible military C-CS Planning and Programs Management personnel were provided survey booklets. The primary major command (MAJCOM) for this AFSC at the time of the survey was the Air Force Communications Command (AFCC), with 94 percent of the authorized personnel. The respondents to the survey do represent an accurate and proportional representation of MAJCOM and paygrades for this career ladder. Table 1 reflects how the sample compares to the actual population of the career ladder in terms of the distribution across MAJCOM. Table 2 shows the paygrade distribution for the sample and assigned population. These data indicate a good representation of the actual career ladder population in the final sample.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, NCO supervisors completed either a training emphasis (TE) or task difficulty (TD) booklet. These booklets were processed separately from the job inventories, and the TE and TD data were used in several analyses discussed later in this report.

Training Emphasis (TE). Training emphasis is the amount of structured training that personnel in their first job need to successfully perform tasks. Structured training is defined as training provided by resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method. Fifty-one C-CS Planning and Programs Management supervisors completed TE booklets. They rated the tasks on a 10-point scale ranging from no training required (0) to extremely high training emphasis (9). The average TE rating is 2.01, with a standard deviation of 1.45. Interrater agreement was acceptable.

When TE ratings are used with other information, such as percent members performing and task difficulty, they can provide insight into training requirements and help validate the need for organized training for the career ladder.

Task Difficulty (TD). Task difficulty is defined as the length of time the average airman takes to learn how to perform a task. Fifty-four C-CS Planning and Programs Management supervisors rated the learning difficulty of the tasks on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Ratings were adjusted so tasks of average difficulty have a value of 5.0, with a standard deviation of 1. Interrater agreement was again acceptable.

TD ratings, when used with percent members performing values and TE ratings, can provide a great deal of insight into training requirements, help validate the need for organized training, and be used to examine plans of instruction for a career ladder.

TABLE 1
COMMAND DISTRIBUTION OF AFSC 496X0 PERSONNEL

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE**</u>
AFCC	93	94
ATC	1	1
ESC	1	1
AFSINC	1	1
USAFE	1	-
AU	1	-
ANG	1	-
AF ELEMENTS, OTHER	1	-
OTHER	1	3

TOTAL IN SAMPLE = 648

TOTAL ASSIGNED = 877 PERCENT ASSIGNED IN SAMPLE = 74%

TOTAL ELIGIBLE = 804 PERCENT ELIGIBLE IN SAMPLE = 81%

* Assigned strength as of 20 October 1989

** Excludes those personnel in PCS, student, or hospital status or with less than 6 weeks on the job

NOTE: Percentages add to more than 100 percent due to rounding

TABLE 2
PAYGRADE DISTRIBUTION OF 496X0 SURVEY SAMPLE

<u>GRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
AIRMAN	15	13
SrA/SGT	28	32
SSGT	22	24
TSGT	17	16
MSGT	13	13
SMSGT	3	2
CMSGT	1	1

* Assigned strength as of October 1989

NOTE: Percentages add to more than 100 percent due to rounding

SPECIALTY JOBS (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure of jobs performed by personnel holding the DAFSC. Each individual in the sample performs a set of tasks called a job. For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Programs system for job analysis. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

The basic identifying group used in the hierarchical job structuring process is the job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a job cluster. Specialized jobs too dissimilar to fit within a job cluster are labeled independent jobs. The job structure information resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the accuracy of that occupation's documentation (AFR 39-1 Specialty Descriptions and Specialty Training Standards) and gain a better understanding of current utilization patterns within the occupation. For this report, the career ladder structure is described in terms of job clusters and jobs.

Overview of Specialty Jobs

Each job inventory can be broken down into at least two categories of duties which help identify and define specific jobs. The categories are conventionally separated into a general area dealing with supervisory, managerial, training, and administrative duties, and a technical area which includes the occupational-specific technical duties. Since the C-CS Planning and Programs Management career ladder is primarily an administrative ladder, the first category of duties is included in two duty sections. One duty deals with supervisory, managerial, and general work center management functions, and the other deals with training. This first duty includes common tasks describing the organizing, planning, directing, implementing, inspecting, and evaluating functions normally performed by supervisors, and also, general administrative tasks associated with the operation of a C-CS planning and programs work center. The titles of the 12 technical occupation specific duties are:

- Performing C-CS Planning Tasks
- Processing C-CS Requirements
- Performing C-CS Program Development Tasks
- Performing C-CS Implementation Tasks
- Performing C-CS Architecture and Integration Tasks
- Managing Automatic Data Processing Equipment (ADPE)
- Managing C-CS Installation Records (CSIR)
- Performing Manpower Management Tasks
- Performing C-CS Contract Administrative Tasks
- Managing Base Civil Engineer Work Order Requests
- Managing Support Agreements
- Performing Engineering Installation Tasks

The relative time spent in a specific duty provides a guide to the different aspects of a job, but is not in itself indicative of that particular job. High relative time spent in a duty must also be viewed from the task level to properly identify the job. Tasks from a number of different duties may be combined to identify and define a job.

Responses from AFSC 496X0 personnel comprising the survey sample indicate a varied career ladder where incumbents perform a variety of C-CS plans and programs management functions, with only one common core task found in the jobs identified. Based on variations in the combinations of tasks performed and relative time spent on those tasks, job structure analysis identified 11 jobs within the survey sample. Two of these are job clusters and represent the two core jobs of the career ladder, with 59 percent of the survey population. The division of jobs performed by C-CS Planning and Programs Management personnel is illustrated in Figure 1, and a listing of these jobs is provided below. These jobs are all part of the Communications-Computer Systems career field, and for the sake of brevity, Communications-Computer Systems is assumed to be a prefix of each job title and will not be included in the job titles identified. The stage (ST) or group (GP) number shown beside each title is a reference to computer-printed information. The letter "N" stands for the number of personnel in each group.

- I. GENERAL WORK CENTER MANAGEMENT (ST073, N=5)
- II. WORK ORDER MANAGEMENT (ST083, N=14)
- III. REQUIREMENTS MANAGEMENT CLUSTER (GP030, N=102)
- IV. DIRECTIVE MANAGEMENT (ST153, N=5)
- V. PROGRAMS MANAGEMENT CLUSTER (GP031, N=281)
- VI. SUPERVISOR (ST097, N=46)
- VII. SUPPLY/ACQUISITION MANAGEMENT (ST118, N=6)
- VIII. ENGINEER INSTALLATION PROGRAM MANAGEMENT (ST137, N=23)

C-CS PLANNING AND PROGRAMS MANAGEMENT JOBS (DAFSC 496XO)

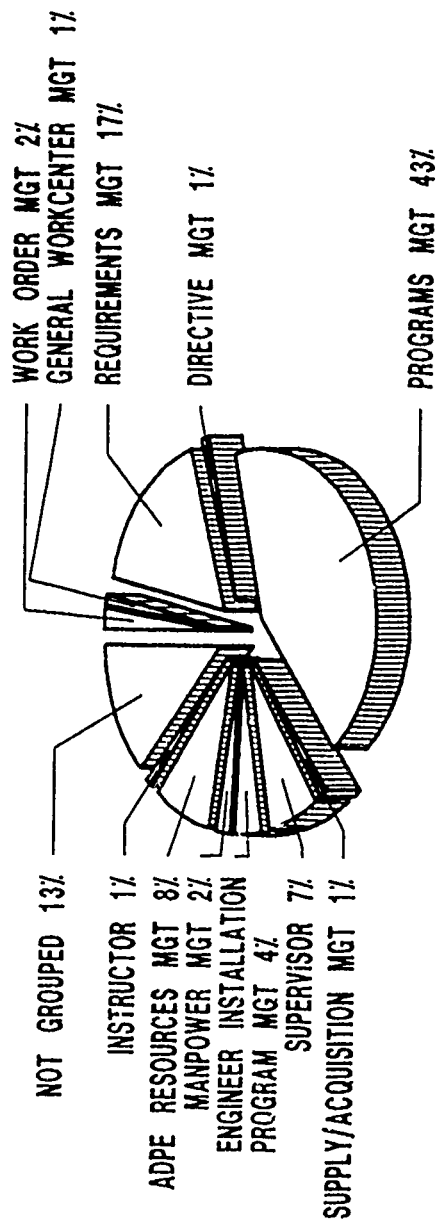


FIGURE 1

IX. MANPOWER MANAGEMENT (ST050, N=13)

X. ADPE RESOURCES MANAGEMENT (ST092, N=52)

XI. INSTRUCTOR (ST336, N=5)

The respondents forming these jobs account for 86 percent of the survey sample. The remaining 14 percent were performing tasks or series of tasks which did not group them with any of the defined jobs. Job titles given by respondents which were representative of these personnel included Systems Integration Manager, Quality Assurance Evaluator, Commercial Communications Manager, and Leased Communications Representative.

Table 3 shows the relative time spent in each duty for each job, while selected background data for the jobs are provided in Table 4. Representative tasks performed in each job are contained in Annex B.

The following paragraphs contain brief descriptions of the 11 specific jobs listed above:

I. GENERAL WORKCENTER MANAGEMENT (ST073, N=5). This independent job, with 1 percent of the survey sample, is a narrow one dealing mainly with the operations of a C-CS work center. Incumbents perform tasks from only half of the 14 duties in the job inventory, with 83 percent of their relative time spent performing the administrative tasks found in Duty A (Performing Supervisory/General Work Center Management Tasks). The remaining 17 percent relative-time-spent is spread among six other duties, with the greatest percentage (7 percent) taken up with tasks from Duty D (Processing C-CS Requests). The airmen holding this job have an average grade of E-5, indicate they do not supervise anyone, report performing an average of 30 tasks, and show the following to be representative:

- draft budget requirements
- maintain continuity folders
- operate small computers, such as Z-100, Z-150, and Z-248
- participate in staff meetings, conferences, or workshops,
other than conducting or for training
- review funds expenditures

II. WORK ORDER MANAGEMENT (ST083, N=14). This cluster, which includes 2 percent of the survey sample, encompasses those tasks necessary to monitor, maintain, and control civil engineer work order requests and installation records. Twenty-seven percent of the relative time spent in this job deals with managing civil engineer work order requests, 23 percent entails performance of supervisory and general work center management tasks, 21 percent processing C-CS requirements, and another 17 percent managing installation records. The remaining 11 percent of the relative time for this job is divided among eight other duties. The airmen who perform this job have an

TABLE 3

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES
ACROSS C-CS PLANNING AND PROGRAMS MANAGEMENT JOB GROUPS

DUTIES	GENERAL WORK CENTER MANAGEMENT (N=5)	WORK ORDER MANAGEMENT (N=12)	REQUIREMENTS MANAGEMENT (N=102)	DIRECTIVE MANAGEMENT (N=5)
A PERFORMING SUPERVISOR AND GENERAL WORK CENTER MANAGEMENT TASKS	83	23	33	19
B PERFORMING TRAINING TASKS	0	1	2	1
C PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PLANNING TASKS	1	1	1	1
D PROCESSING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS	7	21	45	36
E PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM DEVELOPMENT TASKS	3	4	7	22
F PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS IMPLEMENTATION TASKS	1	2	4	6
G PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS ARCHITECTURE AND INTEGRATION TASKS	0	0	-	2
H MANAGING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)	0	-	1	7
I MANAGING COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)	3	17	1	0
J PERFORMING MANPOWER MANAGEMENT TASKS	0	-	2	0
K PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS CONTRACT ADMINISTRATIVE TASKS	0	1	1	3
L MANAGING BASE CIVIL ENGINEER WORK ORDER REQUESTS	1	27	1	2
M MANAGING SUPPORT AGREEMENTS	0	2	1	0
N PERFORMING ENGINEERING INSTALLATION TASKS	0	0	-	-

- Indicates less than 1 percent

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES
ACROSS C-CS PLANNING AND PROGRAMS MANAGEMENT JOB GROUPS

DUTIES	PROGRAM MANAGEMENT (N=281)	SUPERVISOR (N=46)	SUPPLY/ ACQUISITION MANAGEMENT (N=6)	ENGINEER INSTALLATION PROGRAM MANAGEMENT (N=23)
A PERFORMING SUPERVISOR AND GENERAL WORK CENTER MANAGEMENT TASKS	22	46	47	21
B PERFORMING TRAINING TASKS	3	10	1	3
C PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PLANNING TASKS	2	3	3	1
D PROCESSING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS	15	17	29	11
E PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM DEVELOPMENT TASKS	23	8	6	21
F PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS IMPLEMENTATION TASKS	18	4	4	32
G PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS ARCHITECTURE AND INTEGRATION TASKS	-	1	3	-
H MANAGING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)	-	1	4	-
I MANAGING COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)	4	-	-	1
J PERFORMING MANPOWER MANAGEMENT TASKS	3	7	1	-
K PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS CONTRACT ADMINISTRATIVE TASKS	-	1	1	-
L MANAGING BASE CIVIL ENGINEER WORK ORDER REQUESTS	6	1	-	-
M MANAGING SUPPORT AGREEMENTS	1	1	-	1
N PERFORMING ENGINEERING INSTALLATION TASKS	-	-	-	8

- Indicates less than 1 percent

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT PERFORMING DUTIES
ACROSS C-CS PLANNING AND PROGRAMS MANAGEMENT JOB G 'PS

DUTIES	MANPOWER MANAGEMENT (N=13)	ADPE RESOURCES MANAGEMENT (N=52)	INSTRUCTOR (N=6)
A PERFORMING SUPERVISOR AND GENERAL WORK CENTER MANAGEMENT TASKS	44	23	34
B PERFORMING TRAINING TASKS	2	2	62
C PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PLANNING TASKS	5	1	0
D PROCESSING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS	8	9	2
E PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM DEVELOPMENT TASKS			
F PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS IMPLEMENTATION TASKS	6	2	0
G PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS ARCHITECTURE AND INTEGRATION TASKS	3	2	0
H MANAGING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)	-	-	0
I MANAGING COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)	1	58	2
J PERFORMING MANPOWER MANAGEMENT TASKS	0	-	0
K PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS CONTRACT ADMINISTRATIVE TASKS	24	-	0
L MANAGING BASE CIVIL ENGINEER WORK ORDER REQUESTS	2	1	0
M MANAGING SUPPORT AGREEMENTS	3	1	-
N PERFORMING ENGINEERING INSTALLATION TASKS	1	-	0

- Indicates less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR MEMBERS OF AFSC 496X0 JOB GROUPS

	<u>GENERAL WORK CENTER MANAGEMENT</u>	<u>WORK ORDER MANAGEMENT</u>	<u>REQUIREMENTS MANAGEMENT</u>	<u>DIRECTIVE MANAGEMENT</u>
NUMBER IN GROUP	5	12	102	5
PERCENT OF TOTAL SAMPLE	1%	2%	17%	1%
PERCENT IN CONUS	100%	75%	75%	100%
<hr/>				
DAFSC DISTRIBUTION				
49630	0	42%	17%	0
49650	60%	50%	61%	60%
49670	40%	8%	22%	20%
49690	0	0	2%	20%
49600	0	0	0	0
<hr/>				
PAYGRADE DISTRIBUTION				
AIRMAN	0	41%	20%	0
E-4	40%	42%	46%	40%
E-5	40%	17%	17%	40%
E-6	20%	0	11%	0
E-7	0	0	7%	20%
E-8	0	0	0	0
E-9	0	0	0	0
<hr/>				
AVERAGE MONTHS IN CAREER FIELD	33	30	30	53
AVERAGE MONTHS TAFMS	93	66	84	110
PERCENT FIRST ENLISTMENT (TAFMS)	20%	75%	36%	0
PERCENT FIRST ASSIGNMENT (TICF)	80%	84%	84%	60%
PERCENT SUPERVISING	0	0	17%	0
AVERAGE NUMBER OF TASKS PERFORMED	30	43	46	64

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR MEMBERS OF AFSC 496X0 JOB GROUPS

	<u>PROGRAM MANAGEMENT</u>	<u>SUPERVISOR</u>	<u>SUPPLY/ ACQUISITION MANAGEMENT</u>	<u>ENGINEER INSTALLATION PROGRAM MANAGEMENT</u>
NUMBER IN GROUP	281	46	6	23
PERCENT OF TOTAL SAMPLE	43%	7%	1%	4%
PERCENT IN CONUS	63%	54%	77%	83%
<hr/>				
DAFSC DISTRIBUTION				
49630	7%	0	0	4%
49650	56%	4%	33%	30%
49670	36%	80%	67%	61%
49690	1%	13%	0	4%
49600	0	2%	0	0
<hr/>				
PAYGRADE DISTRIBUTION				
AIRMAN	13%	0	0	0
E-4	32%	0	17%	22%
E-5	29%	15%	50%	26%
E-6	16%	28%	17%	43%
E-7	10%	41%	17%	4%
E-8	0	13%	0	4%
E-9	0	2%	0	0
<hr/>				
AVERAGE MONTHS IN CAREER FIELD	42	97	43	39
AVERAGE MONTHS TAFMS	107	202	134	136
PERCENT FIRST ENLISTMENT (TAFMS)	32%	0	0	4%
PERCENT FIRST ASSIGNMENT (TICF)	70%	27%	68%	65%
PERCENT SUPERVISING	35%	93%	17%	0
AVERAGE NUMBER OF TASKS PERFORMED	126	145	124	69

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR MEMBERS OF AFSC 496X0 JOB GROUPS

	<u>MANPOWER MANAGEMENT</u>	<u>ADPE RESOURCES MANAGEMENT</u>	<u>INSTRUCTOR</u>
NUMBER IN GROUP	13	52	5
PERCENT OF TOTAL SAMPLE	2%	8%	1%
PERCENT IN CONUS	69%	73%	100%
<hr/>			
DAFSC DISTRIBUTION			
49630	0	12%	0
49650	31%	69%	100%
49670	31%	19%	0
49690	23%	0	0
49600	15%	0	0
<hr/>			
PAYGRADE DISTRIBUTION			
AIRMAN	0	31%	0
E-4	0	42%	0
E-5	31%	15%	80%
E-6	23%	10%	0
E-7	15%	2%	20%
E-8	23%	0	0
E-9	8%	0	0
<hr/>			
AVERAGE MONTHS IN CAREER FIELD	112	27	38
AVERAGE MONTHS TAFMS	195	69	135
PERCENT FIRST ENLISTMENT (TAFMS)	0	52%	0
PERCENT FIRST ASSIGNMENT (TICF)	16%	89%	80%
PERCENT SUPERVISING	31%	17%	0
AVERAGE NUMBER OF TASKS PERFORMED	77	108	50

average grade of E-4, do not supervise anyone, average 30 months TICF, and 66 months TAFMS. They perform an average of 43 tasks, with the following being representative:

- advise customers status of requirements documents, such as
AF Forms 9, 601, 2005, and 3215
- assign unit work order control numbers
- maintain work order control logs
- maintain work order request files
- review work order control logs
- track status of work order requests

III. REQUIREMENTS MANAGEMENT CLUSTER (GP030, N=102). This job is the second largest job identified in the study and is made up of 17 percent of the sample. The job entails assisting in determining what customer requirements in the communications and computer areas are and how to satisfy them. Forty-five percent of the incumbents' relative time is spent performing C-CS requirements tasks. An additional 33 percent of their relative time is spent performing general work center tasks, with the remaining 22 percent of the time taken up by the remaining 12 duties. The subgroups of this cluster differ in total number of tasks performed and to a lesser degree percent of relative time for the predominant tasks. The airmen found in this job are comparatively junior with an average grade of E-4, averaging 30 months TICF and 84 months TAFMS, and only 17 percent indicate being supervisors. There are an average of 46 tasks performed by the incumbents of this job, with the following being typical:

- advise customers status of requirements documents, such as
AF Forms 9, 601, 2005, and 3215
- analyze C-CS requirements
- assist customers in completing requirements documents, such
as AF Forms 9, 601, 2005, and 3215
- compile data for initiation of requirements documents, such
as AF Forms 9, 601, 2005, and 3215
- coordinate C-CS requirements with affected agencies
- track status of requirements documents, such as AF Forms 9,
601, 2005, and 3215
- process requirements documents, such as AF Forms 9, 601,
2005, and 3215

IV. DIRECTIVE MANAGEMENT (ST153, N=5). This job, with 1 percent of the sample, encompasses those tasks related to the preparation of communications-computer systems directives (CSD). Thirty-six percent of the relative time of incumbents is spent on processing C-CS requirements, 22 percent performing C-CS program development tasks, and 19 percent performing supervisory and general work center management tasks. The remaining 23 percent of their relative time includes performing tasks from 7 of the other 11 duties. The average

grade for this job is E-5, with the members averaging 53 months TICF and 110 months TAFMS. Of the average of 64 tasks performed in this job, the following are representative:

- coordinate C-CS requirements with affected agencies
- identify proposed technical solutions for C-CS programs requirements
- process technical solutions for C-CS programs requirements
- compile data for completion of CSDs
- initiate or draft CSDs
- process CSDs
- track CSDs

V. PROGRAMS MANAGEMENT CLUSTER (GP031, N=281). With 43 percent of the sample, this job represents the single largest one in the career ladder, with responsibility for overseeing C-CS program projects for a base, to include assisting customers in planning projects and then monitoring them from inception through completion. The majority of relative time spent in this job (79 percent) is taken up by four duties: Performing C-CS Program Development (23 percent), Performing Supervisor and General Workcenter Management Tasks (23 percent), Performing C-CS Implementation Tasks (18 percent), and Processing C-CS Requirements (15 percent). The remaining 21 percent of the relative time taken up by this job is spread among the other 10 duties. The subgroups of this cluster, much like those of the previous cluster, differ on total tasks performed among groups and relative time spent on the primary tasks. The average grade for an individual in this job is E-5, with an average of 42 months TICF and 107 months TAFMS, and approximately 35 percent of the incumbents indicating that they are supervisors. This is the second broadest job identified, and with the Requirements Management job, represents the core jobs of the career ladder. The incumbents report performing an average of 126 tasks, of which the following are representative:

- arrange support requirements for visiting teams, such as transportation, billeting, and administrative support
- brief commanders, staff, or boards on status of C-CS programs
- establish C-CS project folders
- initiate requests for Base Civil Engineer (BCE) construction support requirements
- process PSAs
- annotate or complete AF Forms 1261 (C-CS Acceptance, Commissioning, and Removal Certificates)
- maintain C-CS project folders
- process AF Forms 1261

VI. SUPERVISOR (ST097, N=46). This is the broadest job in the career ladder, providing the enlisted supervision and management for C-CS planning and programs project personnel. Although incumbents perform many of the

technically oriented tasks, the main thrust of the job is supervising personnel. Fifty-six percent of the relative time of this job is spent performing tasks from two supervisory duties, Performing Supervisor and General Work Center Management Tasks (46 percent) and Performing Training Tasks (10 percent). An additional 32 percent relative time spent is found in 3 technical duties: Processing C-CS Requirements, Performing C-CS Program Development, and Performing Manpower Management Tasks. The other 12 percent of relative time is spent performing tasks in the remaining nine duties. The average grade of the incumbents is E-7, with 93 percent indicating they supervise one or more individuals. The average number of tasks performed in this job is 145, and the following reflect the typical ones:

- evaluate personnel for compliance with performance standards
- counsel personnel on personal or military-related matters
- conduct supervisory orientations of newly assigned personnel
- determine work priorities
- write EPRs
- participate in staff meetings, conferences, or workshops, other than conducting or for training

VII. SUPPLY/ACQUISITION MANAGEMENT (ST118, N=6). This job, with 1 percent of the sample population, is a rather broad one with an average of 124 tasks, 57 of which are core to the job. The primary elements of this job entails performance of tasks associated with the supply and acquisition functions of the career ladder found in the Performing Supervisor and General Workcenter Management Tasks duty (47 percent), and the Processing C-CS Requirements duty (29 percent). The other 12 duties account for the remaining 24 percent relative time spent. The personnel holding this job have an average grade of E-5, and average 43 months TICF and 134 months TAFMS. The following tasks are typical of those performed by airmen in this job:

- complete AF Forms 2005 (Issue/Turn in Request)
- initiate AF Forms 9 (Request for Purchase)
- maintain supply transaction listings, such as D04, D18, D19, D23, and M30
- process AF Forms 9
- research supply catalogs or commercial sources for parts or stock numbers
- research table of allowances (TA)
- compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215

VIII. ENGINEER INSTALLATION PROGRAM MANAGEMENT (ST137, N=23). This job, with 4 percent of the survey sample, entails the development and monitoring of AFCC engineer plans for installation of C-CS hardware and the actual installation, whether by Air Force or contract engineers. In addition to 21 percent

relative time spent on supervisor and general work center tasks, individuals in this job spend 72 percent of their relative time Performing C-CS Implementation tasks (32 percent), Performing C-CS Program Development tasks (21 percent), Processing C-CS Requirements (11 percent), and Performing Engineering Installation tasks (8 percent). The remaining 7 percent of the relative time in this job is spread among the other nine duties. The average grade for this job is E-5, with averages of 39 months TICF and 136 months TAFMS. There are no supervisors found in this job. Of the average of 64 tasks found in this job, the following are representative:

- establish initial inputs to AFCC Workload Management Systems
- establish priority of C-CS installation projects
- identify milestone changes for input to AFCC Workload Management Systems
- review AFCC Workload Management Systems milestones
- update AFCC Workload Management Systems
- extract data from automated materiel management and engineering system (AMMES)

IX. MANPOWER MANAGEMENT (ST050, N=13). The 13 airmen found in this job, representing 2 percent of the survey sample, are responsible for managing unit manpower authorization and documentation. The duty Performing Supervisor and General Work Center Management Tasks accounts for 44 percent of this group's relative time, with another 38 percent spent Performing Manpower Tasks (24 percent), Processing C-CS Requirements (8 percent), and Performing C-CS Program Development Tasks (6 percent). The remaining 18 percent of relative time is spent on nine other duties. This job includes a relatively senior group of personnel (average grade E-7), with 31 percent indicating they are supervisors. The survey data show that the incumbents average 112 months TICF and 195 months TAFMS. These airmen average 77 tasks, with the following being typical:

- draft manpower change requests (MCR)
- evaluate Functional Account Code (FAC) 3802 manpower standards
- assist customers in drafting MCRs
- participate in manpower assessments
- evaluate MCRs
- track status of MCRs
- conduct AFCC management evaluation guide (MEG) inspections

X ADPE RESOURCES MANAGEMENT (ST092, N=52). This job includes the responsibility for managing automatic data processing equipment resources for organizations. These 52 individuals, representing 8 percent of the survey sample, report spending 58 percent of their time performing tasks in the Managing ADPE Equipment duty, with 23 percent relative time Performing Supervisor and General Work Center Management Tasks, 9 percent Processing C-CS

Requirements, and the remaining 10 percent divided among the other 11 duties. The average grade for personnel holding this job is E-4, and they report averages of 27 months TICF and 69 months TAFMS. The job includes an average of 108 tasks, with the following being typical:

- assist equipment custodians conducting inventories of ADPE
- complete or initiate AF Forms 597 (ADPE Maintenance Record)
 - or contractor equivalent forms or records
- compute ADPE charges
- compute ADPE credits
- maintain ADPE account files
- monitor inventories of ADPE
- perform annual or semiannual inventory of ADPE
- maintain list of equipment custodians and alternates

XI. INSTRUCTOR (ST336, N=5). This job, with 1 percent of the survey sample, is found at the technical training center and encompasses those tasks necessary to conduct C-CS Planning and Programs Management technical training. Sixty-two percent of the incumbents' relative time is spent performing training tasks, while 34 percent is spent performing supervisory and general work center management tasks. Three other duties take up the remaining 4 percent relative time. Airmen in this job report an average grade of E-5, a TICF average of 38 months, and a TAFMS average of 135 months. The airmen holding this job average 38 tasks performed, with the following being representative:

- administer tests
- conduct resident course classroom training
- counsel trainees on training progress
- develop resident course training materials
- develop training aids
- score tests
- write lesson plans
- write test questions

Summary

Although the C-CS Planning and Programs Management career ladder was found to be diverse, with job analysis identifying 11 different jobs and 14 percent of the incumbents not identified with any of them, there are 2 primary jobs accounting for 59 percent of the sample. The 11 jobs have some tasks in common, but do, however, differ in areas of expertise. This is based on the number of tasks and different types of tasks performed by the incumbents of one job compared to those of other jobs.

ANALYSIS OF DAFSC GROUPS

Duty Air Force Specialty Code (DAFSC) group analysis allows identification of similarities and differences in task and duty performance at the various skill levels. This information may be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS) reflect what is actually being done by career ladder personnel in the field.

The distribution of skill-level personnel across the 11 specialty jobs is shown in Table 5. Table 6 reflects the relative time spent by the DAFSC groups on each duty.

The C-CS Planning and Programs Management data (DAFSC 496X0) show a typical progression pattern as one advances from skill level to skill level. As experience is gained in the career ladder, the nature of the job expands from a narrow job at the 3-skill level, where personnel perform limited AFSC-related tasks, through the broader 5-skill level jobs, to the extensive jobs of the 7-skill level technician and 9-skill level superintendent. The 7-skill level technician performs AFSC-related tasks and supervisory tasks, while the superintendent performs fewer AFSC-related tasks but expands more into managerial areas. The final step is the CEM level, where very few AFSC-related tasks are performed, and the majority of time is spent on managerial tasks.

Table 6 reflects the relative time that each skill level group spends in the different duties. As the skill level increases, the percent of relative time in Duty A increases, with a decrease of percent relative time spent in the AFSC-related duties. All skill levels, with the one exception of the CEM, perform tasks in all of the duties. These data support the proposition that through the 9-skill level the career ladder has a logical and typical progression.

Skill-Level Descriptions

DAFSC 49630. The 59 individuals in this group (representing 9 percent of the survey sample) have a very narrowly defined role in the career ladder, performing in only 5 of the 11 identified jobs, as shown in Table 5. The 3-skill level is the apprentice stage, where individuals start to learn their jobs through limited responsibility and task performance. These airmen report performing 450 of the 648 tasks in the survey, with an average of 55 tasks and only 3 core tasks accounting for 11 percent of their relative time. Although 25 percent of this groups' relative time is spent performing Duty A (Performing Supervisor and General Work Center Management Tasks), the tasks are general work center tasks rather than supervisory. As reflected in Table 6, the remaining 75 percent of their relative time is spent performing tasks in the other 13 duties. Due to the high rate of retraining from other AFSCs only 38 percent of AFSC 49630 personnel report being in grade E-3 or below, while the

TABLE 5

DISTRIBUTION OF DAFSC 496X0 MEMBERS ACROSS SPECIALTY JOBS

SPECIALTY JOBS	DAFSC 49630 (N=59)		DAFSC 49650 (N=323)		DAFSC 49670 (N=239)		DAFSC 49690 (N=20)		DAFSC 49600 (N=7)	
	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
I. GENERAL WORK CENTER MANAGEMENT	0	0	3	1%	2	1%	0	0	0	0
II. WORK ORDER MANAGEMENT	5	8%	6	2%	1	-	0	0	0	0
III. REQUIREMENTS MANAGEMENT	17	29%	61	19%	22	9%	2	10%	0	0
IV. DIRECTIVE MANAGEMENT	0	0	3	1%	1	-	1	5%	0	0
V. PROGRAMS MANAGEMENT	20	34%	156	48%	101	42%	4	20%	0	0
VI. SUPERVISOR	0	0	2	1%	37	15%	6	30%	1	14%
VII. SUPPLY/ACQUISITION MANAGEMENT	0	0	2	1%	4	2%	0	0	0	0
VIII. ENGINEER INSTALLATION PROGRAM MANAGEMENT	1	2%	7	2%	14	6%	1	5%	0	0
IX. MANPOWER MANAGEMENT	0	0	4	1%	4	2%	3	15%	2	29%
X. ADPE MANAGEMENT	6	10%	36	11%	10	4%	0	0	0	0
XI. INSTRUCTOR	0	0	5	2%	0	0	0	0	0	0
NOT GROUPED	10	17%	38	12%	43	18%	3	15%	4	57%
		100%		100%		100%		100%		100%

TABLE 6
AVERAGE PERCENT TIME SPENT
PERFORMING DUTIES BY DAFSC 496X0 GROUPS

DUTIES	DAFSC 49630 (N=59)	DAFSC 49650 (N=323)	DAFSC 49670 (N=239)	DAFSC 49690 (N=20)	DAFSC 49600 (N=7)
A PERFORMING SUPERVISOR AND GENERAL WORK CENTER MANAGEMENT TASKS	25	27	34	42	69
B PERFORMING TRAINING TASKS	1	3	6	7	4
C PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PLANNING TASKS	1	2	3	4	2
D PROCESSING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS	25	20	16	16	10
E PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM DEVELOPMENT TASKS	15	15	14	9	1
F PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS IMPLEMENTATION TASKS	9	12	13	8	4
G PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS ARCHITECTURE AND INTEGRATION TASKS	-	-	1	1	-
H MANAGING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)	10	9	2	1	1
I MANAGING COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)	6	3	2	-	0
J PERFORMING MANPOWER MANAGEMENT TASKS	1	2	4	7	6
K PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS CONTRACT ADMINISTRATIVE TASKS	1	1	1	1	2
L MANAGING BASE CIVIL ENGINEER WORK ORDER REQUESTS	6	4	3	1	0
M MANAGING SUPPORT AGREEMENTS	1	1	1	1	0
N PERFORMING ENGINEERING INSTALLATION TASKS	-	-	1	2	-

- Indicates less than 1 percent

average grade is E-4. Forty-five percent of the incumbents report having 24 months or less TAFMS, with the average time in the career field being 15 months. There are no reported supervisors at this skill level.

DAFSC 49650. Personnel with a 5-skill level make up 50 percent of the sample population. This group provides the transition from apprentice (3-skill level) to the fully qualified technicians, the 7-skill level group. They are found in all of the jobs described in this report, and the only group found in the instructor job. The increased number of tasks performed (640), with an average of 80 and the greater responsibility given this group, is indicative of the expanding role these airmen have in the C-CS Planning and Programs Management career ladder. Five-skill level personnel expand their knowledge and develop their skills through an increased role in serving the C-CS Planning and Programs Management clientele. Eighty percent of the AFSC 49650 personnel report holding the grade E-4 or E-5, with the average grade being E-4. The incumbents report averages of 30 months TICF and 69 months TAFMS. Thirteen percent of this group indicate they are supervisors.

DAFSC 49670. This group, 37 percent of the survey sample, are the expert technicians of the C-CS Planning and Programs career ladder. They perform an average of 119 tasks. These incumbents are found in 10 of the jobs identified, as shown in Table 5. Fifty-five percent of the AFSC 49670 personnel report supervising at least one individual, and the entire group indicate that 34 percent of their relative time is spent on tasks in the supervisory and managerial duty A, as reflected in Table 6. These data indicate that in addition to supervisory tasks, AFSC 49670 personnel are also deeply involved in performing AFSC-related duties associated with day-to-day C-CS Planning and Programs Management operations. Ninety-six percent of the incumbents report they are in grades E-5 through E-7, with the average grade being E-6. The average TICF for this group is 62 months, with an average of 177 months TAFMS.

DAFSC 49690. These 20 airmen, 3 percent of the survey sample, are the highly skilled expert superintendents of the C-CS Planning and Programs career ladder. Performing an average of 119 tasks, these individuals are found in 6 of the identified jobs (Table 5). Seventy percent of the AFSC 49690 personnel report supervising at least one individual, and the entire group indicate that 42 percent of their relative time is spent on tasks in the supervisory and managerial duty A, as reflected in Table 6. These data indicate that with the increased supervisory and managerial tasks, AFSC 49690 personnel have a declining roll in performing AFSC-related duties associated with day-to-day C-CS Planning and Programs Management operations. The incumbents are in grades E-7 and E-8, with the average grade of E-7. The average TICF for this group is 105 months, with an average of 226 months TAFMS.

DAFSC 49600. The CEM of this career ladder, representing 1 percent of the survey sample, are the managers of the C-CS Planning and Programs Management career ladder. Performing an average of only 64 tasks, these individuals have such diverse responsibilities that they are found in only 3 of the identified jobs, with 5/ percent of them not identified with any specific job (Table 5). Seventy-one percent of the AFSC 49600 personnel report supervising at least one individual, and they report 42 percent of their relative time is spent on tasks in the supervisory and managerial duty A (Table 6). These data indicate

that with the increased managerial responsibilities, 49600 CEM have a very limited association with day-to-day AFSC-related duties associated with C-CS Planning and Programs Management operations. The incumbents report being in grades E-7 through E-9, with the average grade being E-8. They average 110 months TICF and 280 months TAFMS.

Summary

AFSC 496X0 personnel follow an orderly skill-level progression. The 3-skill level personnel have the narrowest job with comparatively small number of average tasks performed, while 5-skill level personnel have a broader job with increased responsibility and a greater average number of tasks performed. The 7-skill level personnel have an extensive job, with supervisory and managerial responsibilities in addition to AFSC-related tasks. The 9-skill level personnel also have a very extensive job becoming more involved in management responsibilities. The CEM perform fewer tasks than either the 7- or 9-skill level personnel, with the majority of these being managerial tasks.

ANALYSIS OF AFR 39-1 SPECIALTY DESCRIPTION

The results of the skill level and job structure analysis were compared with the AFR 39-1 Specialty Descriptions, dated 15 March 1989, for the C-CS Planning and Programs Management Specialist, C-CS Planning and Programs Management Technician, and C-CS Planning and Programs Management Superintendent. The descriptions in AFR 39-1 describe in broad terms the duties and tasks performed by members of the various skill-level groups of the career ladder. With some exceptions, the descriptions for AFSC 496X0 personnel accurately reflect survey data and do provide a fairly accurate description, in general terms, of the overall career ladder. However, 17 areas of the descriptions for the 5 separate skill levels reflect low percent members performing data for corresponding tasks and should be reviewed by classification personnel.

Table 7 provides information on those areas within each skill level that disagree with survey data. The table reflects a duty section title from the job inventory corresponding to the AFR 39-1 description of responsibilities, the number of tasks in that duty, the number of tasks performed by personnel of the skill level, and tasks reflecting the highest percent members performing for that duty.

The C-CS Planning and Programs Management CEM (AFSC 49600) description has four areas of responsibility that reflect either no tasks performed or low percent-members-performing for tasks that make up the corresponding duty in the job inventory. Managing maintenance of C-CS installation records and master agreement file are shown to have no tasks in the job inventory performed by CEM personnel. Managing ADPE and architecture and integration show tasks with no more than 14 percent members performing.

TABLE 7

AFR 39-1 DUTIES REQUIRING REVIEW
(LOW PERCENT MEMBERS PERFORMING)

CATEGORY TITLE/DAFSC DUTY TITLE (NUMBER TASKS IN DUTY) (NUMBER TASKS PERFORMED) <u>TASKS FOR DUTY WITH HIGHEST PERCENT MEMBERS PERFORMING</u>	<u>PERCENT MEMBERS PERFORMING</u>
CEM 49600	
I. MANAGES MAINTENANCE OF C-CS INSTALLATION RECORDS (CSIR) FILES (16) (0)	
II. MANAGES ADPE (73) (3)	
H476 Maintain information-processing management system (IPMS) data bases	14
H479 Monitor maintenance requirements, contracts, or funding for ADPE systems	14
H512 Update IPMS	14
III. MANAGES MASTER AGREEMENT FILE (13) (0)	
IV. MANAGES C-CS ARCHITECTURE AND INTEGRATION (21) (2)	
G424 Certify proposed technical solutions	14
G432 Identify integration problems	14

AFR 39-1 duties displayed in capital letters
Job inventory tasks relating to AFR 39-1 duties in lower case

TABLE 7 (CONTINUED)

AFR 39-1 DUTIES REQUIRING REVIEW
(LOW PERCENT MEMBERS PERFORMING)

CATEGORY TITLE/DAFSC DUTY TITLE (NUMBER TASKS IN DUTY) (NUMBER TASKS PERFORMED) <u>TASKS FOR DUTY WITH HIGHEST PERCENT MEMBERS PERFORMING</u>	<u>PERCENT MEMBERS PERFORMING</u>
SUPERINTENDENT 49690	
I. MANAGES MAINTENANCE OF C-CS INSTALLATION RECORDS (CSIR) FILES (16) (15)	
I515 Complete transmittal documents for communications-computer systems installation records (CSIR)	10
I525 Process CSIR transmittal documents	10
I528 Review base master plan (BMP) and programmed requirements	10
II. MANAGES ADPE (73) (3)	
H467 Establish maintenance requirements, contracts, or funding for ADPE systems	15
H471 Interpret ADPE maintenance contracts	15
III. CONTROLS ADMINISTRATIVE MANAGEMENT OF C-CS CONTRACTS (31) (16)	
K583 Participate in request for proposal (RFP) meetings	15

AFR 39-1 duties displayed in capital letters
Job inventory tasks relating to AFR 39-1 duties in lower case

TABLE 7 (CONTINUED)

AFR 39-1 DUTIES REQUIRING REVIEW
(LOW PERCENT MEMBERS PERFORMING)

CATEGORY TITLE/DAFSC DUTY TITLE (NUMBER TASKS IN DUTY) (NUMBER TASKS PERFORMED) TASKS FOR DUTY WITH HIGHEST PERCENT MEMBERS PERFORMING	PERCENT MEMBERS PERFORMING
TECHNICIAN 49670	
I. MANAGES ADPE (73) (72)	
H444 Assist equipment custodians conducting inventories of ADPE	10
II. CONTROLS ADMINISTRATIVE MANAGEMENT OF C-CS CONTRACTS (31) (29)	
K571 Brief functional area chiefs or unit staffs on status of active C-CS contracts and contract changes	7
K580 Maintain contract files	7
K597 Process SOWs or SOW amendments and changes	7
III. MANAGES C-CS ARCHITECTURE AND INTEGRATION (21) (21)	
G423 Brief commanders or staff on status of architecture or integration actions	11
SPECIALIST 49650	
I. CONTROLS ADMINISTRATIVE MANAGEMENT OF C-CS CONTRACTS (31) (25)	
K580 Maintain contract files	8
K580 Maintain invoice files	7
II. MANAGES C-CS ARCHITECTURE AND INTEGRATION (21) (17)	
G421 Analyze C-CS capabilities to reduce systems overlaps	5
G427 Develop modifications to proposed technical solutions	5
III. MANAGES MASTER AGREEMENT FILE (13) (13)	
M624 Process changes or amendments to support agreements	15

AFR 39-1 duties displayed in capital letters
Job inventory tasks relating to AFR 39-1 duties in lower case

TABLE 7 (CONTINUED)

AFR 39-1 DUTIES REQUIRING REVIEW
(LOW PERCENT MEMBERS PERFORMING)

CATEGORY TITLE/DAFSC DUTY TITLE (NUMBER TASKS IN DUTY) (NUMBER TASKS PERFORMED) <u>TASKS FOR DUTY WITH HIGHEST PERCENT MEMBERS PERFORMING</u>	<u>PERCENT MEMBERS PERFORMING</u>
SPECIALIST 49630	
I. CONTROLS ADMINISTRATIVE MANAGEMENT OF C-CS CONTRACTS (31) (12)	
K580 Maintain contract files	7
II. MANAGES C-CS ARCHITECTURE AND INTEGRATION (21) (2)	
G435 Maintain C-CS architecture data bases	2
G436 Maintain C-CS architecture libraries	2
III. MANAGES MASTER AGREEMENT FILE (13) (10)	
M619 Maintain file of support agreements	10
IV. MAINTAINS UNIT MANPOWER DOCUMENTS (40) (25)	
J544 Maintain extended unit manpower documents (EUMD)	14

AFR 39-1 duties displayed in capital letters
Job inventory tasks relating to AFR 39-1 duties in lower case

The C-CS Planning and Programs Management Superintendent (AFSC 49690) description has three areas of responsibility that reflect low percent-members-performing for tasks that make up the corresponding duty in the job inventory. Managing maintenance of C-CS installation records, managing ADPE, and controlling administrative management of C-CS contracts show tasks with no more than 15 percent members performing.

The C-CS Planning and Programs Management Technician (AFSC 49670) description has three areas of responsibility that reflect low percent-members-performing for tasks that make up the corresponding duty in the job inventory. Managing ADPE, controlling administrative management of C-CS contracts, and managing C-CS architecture and integration have tasks with no more than 14 percent members performing.

The C-CS Planning and Programs Management Specialist (AFSC 49650) description has three areas of responsibility that reflect low percent-members-performing for tasks that make up the corresponding duty in the job inventory. Controlling administrative management of C-CS contracts, managing C-CS architecture and integration, and master agreement files reflect tasks with no more than 15 percent members performing.

The C-CS Planning and Programs Management Specialist (AFSC 49630) description has four areas of responsibility that reflect low percent-members-performing for tasks that make up the corresponding duty in the job inventory. Controlling administrative management of C-CS contracts, managing C-CS architecture and integration, managing master agreement files, and maintaining unit manpower documents show tasks with no more than 14 percent members performing.

All of the above areas should be reviewed by subject-matter experts and classification personnel to determine the advisability of retaining or deleting these responsibilities for the specific AFR 39-1 skill level descriptions.

TRAINING ANALYSIS

Occupational survey data are one of the many sources of information that can be used to assist in the development of a training program which is relevant to the needs of personnel entering a career ladder. The majority of the individuals entering the C-CS Planning and Programs Management career ladder, by attending the category A, C-CS Programs Management 3-Skill Level Specialist course, are personnel being retrained from other AFSCs. Only 27 percent of the graduates in FY 1990 were from pipeline sources, with only 3 percent projected for fiscal 1991. To provide the most useful information for this report, both first-enlistment (1-48 months TAFMS) and first-assignment (1-48 months TICF) data were used for training analysis. Factors which may be used in evaluating training include the overall description of the job being performed by first-enlistment or first-assignment personnel and their overall distribution across the occupation's jobs, percentages of first-job (1-24

month TAFMS or 1-24 months TICF) or first-enlistment or first-assignment members performing specific tasks, as well as TE and TD ratings (previously explained in the SURVEY METHODOLOGY section).

To assist specifically in the evaluation of the STS and the Plan of Instruction (POI), technical school personnel from Keesler Technical Training Center matched job inventory tasks to appropriate sections and subsections of the STS and the POI for course 3ABR49630-002. It was this matching upon which comparison to those documents was based. A complete copy of the STS and POI matchings, displaying the STS elements and POI units of instruction, the matched tasks, the percent members performing the tasks, and the TE and TD ratings for each task, has been forwarded to the technical school for their use in further detailed reviews of that training documents. A summary of this information is presented below.

First-Enlistment and First-Assignment Personnel

First-Enlistment Personnel. There were 176 C-CS Planning and Programs Management Specialists with 1-48 months TAFMS, representing 27 percent of the survey sample. As reflected in Table 8, the majority of their duty time is devoted to performing tasks in AFSC-specific duties. The tasks performed in Duty A are also related to areas other than supervisory or managerial as can be seen by reviewing Table 9. Distribution of these personnel across the C-CS Planning and Programs Management jobs is displayed in Figure 2. This shows that these personnel only perform in 6 of the 11 identified jobs, with 84 percent of them found in the Requirements Management, Programs Management, and ADPE Resources Management jobs, while 6 percent of the personnel perform the remaining 3 jobs shown. The remaining 10 percent perform tasks or series of tasks which did not group them with any of the defined jobs. Table 9 shows representative tasks performed by these AFSC 496X0 personnel.

First-Assignment Personnel. C-CS Planning and Programs Management Specialists with 1-48 months TICF number 457 individuals, representing 71 percent of the survey sample. As reflected in Table 8, the majority of their duty time is devoted to performing tasks in AFSC-specific duties. The larger number of personnel in this category is accounted for by the high percent of personnel retrained from other AFSCs. This also accounts for these personnel being of higher rank and more likely to have some supervisory roles, thus showing an increase in Duty A. Distribution of these personnel across the C-CS Planning and Programs Management jobs is displayed in Figure 3. This shows that these personnel perform in all of the 11 identified jobs. Seventy-two percent of them are found in the Requirements Management, Programs Management, and ADPE Resources Management job-, while 12 percent of these personnel perform the remaining eight jobs, including 3 percent in the Supervisor job. The remaining 16 percent perform tasks or series of tasks which did not group them with any of the defined jobs. Table 9 shows representative tasks performed by these AFSC 496X0 personnel.

TABLE 8

RELATIVE PERCENT TIME SPENT ON DUTIES
BY 1-48 MONTH TAFMS AND TICF PERSONNEL
(DAFSC 496X0)

DUTIES	1-48 MONTHS TAFMS (N=176)	1-48 MONTHS TICF (N=457)
A PERFORMING SUPERVISOR AND GENERAL WORK CENTER MANAGEMENT TASKS	26	29
B PERFORMING TRAINING TASKS	1	3
C PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PLANNING TASKS	1	2
D PROCESSING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS	21	21
E PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM DEVELOPMENT TASKS	15	14
F PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS IMPLEMENTATION TASKS	11	12
G PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS ARCHITECTURE AND INTEGRATION TASKS	-	-
H MANAGING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)	12	8
I MANAGING COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)	4	3
J PERFORMING MANPOWER MANAGEMENT TASKS	1	2
K PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS CONTRACT ADMINISTRATIVE TASKS	1	1
L MANAGING BASE CIVIL ENGINEER WORK ORDER REQUESTS	5	4
M MANAGING SUPPORT AGREEMENTS	1	1
N PERFORMING ENGINEERING INSTALLATION TASKS	-	-

TABLE 9

REPRESENTATIVE TASKS PERFORMED BY AFSC 496X0 PERSONNEL
WITH 1-48 MONTHS TAFMS & TCF
(PERCENT MEMBERS PERFORMING)

TASKS	1-48 MOS TAFMS (N=176)	1-48 MOS TCF (N=457)
A92 Operate small computers, such as Z-100, Z-150, and Z-248	90	91
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	77	72
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	76	75
D256 Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	66	67
D264 Track status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	64	63
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	62	71
D208 Compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215	61	57
A84 Maintain continuity folders	59	58
D209 Coordinate C-CS requirements with affected agencies	58	59
E299 Maintain C-CS project folders	58	58
E268 Arrange support requirements for visiting teams, such as transportation, billeting, and administrative support	57	53
A41 Establish continuity folders	56	61
E297 Initiate requests for Base Civil Engineer (BCE) construction support requirements	55	46
D201 Analyze C-CS requirements	53	56
A10 Complete AFCC Forms 219 (Verbal Coordination)	52	54
D235 Initiate requirements documents, such as AF Forms 9, 601, 2005, and 3215	52	50
E317 Process PSAs	51	46
E269 Brief commanders, staff, or boards on status of C-CS programs	50	52
L606 Initiate AF Forms 332 (BCE Work Request)	50	45
E293 Establish C-CS project folders	49	52
F328 Annotate or complete AF Forms 1261 (C-CS Acceptance, Record)	47	41
E276 Conduct site survey team in-out briefings	46	42
A71 Initiate AF Forms 1768 (Staff Summary Sheet)	45	46
E305 Participate in site surveys	45	45
A110 Review C-CS programmer reports Commissioning, and Removal Certificates)	44	46

* Average number of tasks performed - 40

Cumulative average percent time spent by all members on above tasks - 45.5 percent

C-CS PLANNING AND PROGRAMS MANAGEMENT JOBS (TAFMS 1-48 MONTHS)

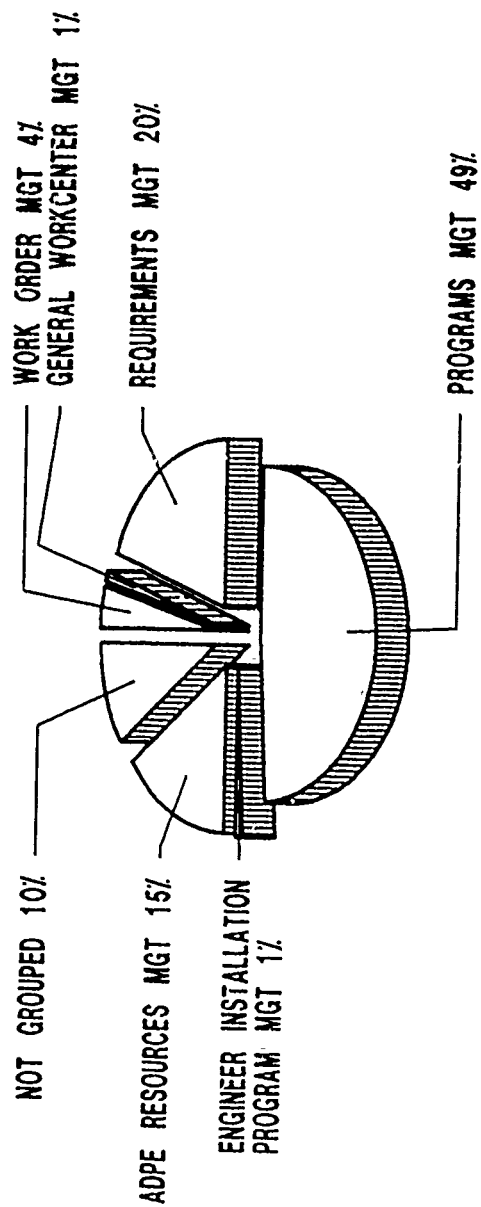
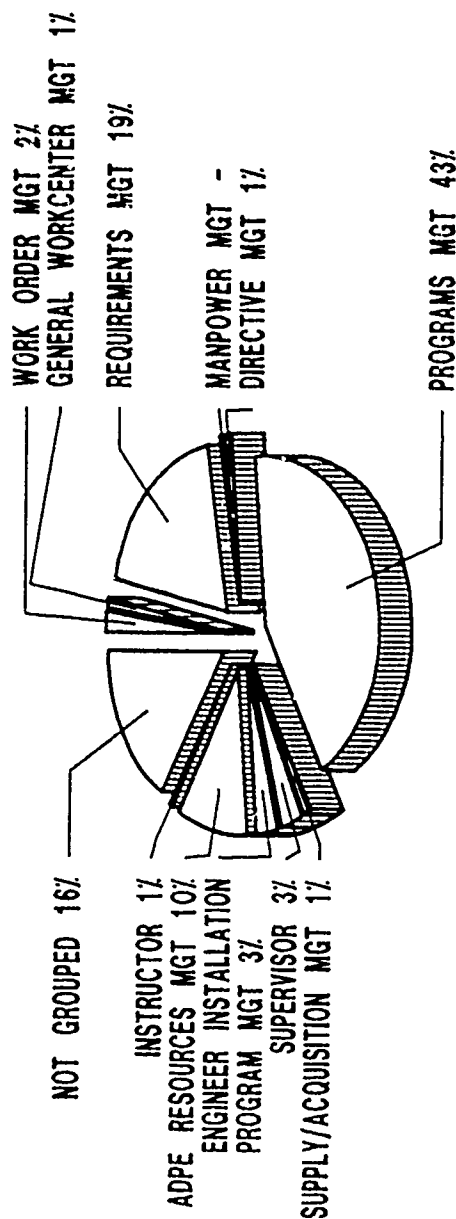


FIGURE 2

C-CS PLANNING AND PROGRAMS MANAGEMENT JOBS (TICF 1-48 MONTHS)



- INDICATES LESS THAN 1 PERCENT

FIGURE 3

Training Emphasis and Task Difficulty Data

TE and TD data are secondary factors that can assist technical school personnel in deciding what tasks should be emphasized in entry-level training. These ratings, based on the judgements of senior C-CS Planning and Programs Management NCOs, working in the field, were collected to provide training personnel with a rank-ordering of those tasks considered important for individual being trained (TE), along with a measure of the difficulty of those tasks (TD). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant formalized OJT training in all units having first-enlistment personnel or first-assignment. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs in those organizations requiring them. Low task factor ratings may highlight tasks best omitted from OJT training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, organizational concerns, and criticality of the tasks. Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel.

Tasks having the highest TE ratings are listed in Table 10. Included for each task are also the percent of first-enlistment personnel performing and the TD rating. The tasks listed are predominately AFSC-related in nature and most reflect a good percentage of first-enlistment personnel performing them. The tasks in this table should not be considered as all-inclusive or the only ones to be reviewed.

Table 11 lists the tasks having the highest TD ratings. The percentages for first-enlistment, 5-, and 7-skill level personnel performing and the TE ratings are also included for each task. These tasks are considered by the raters as the most difficult to learn. As can be seen, all of the tasks shown are performed by a greater percentage of the more experienced 7-skill level personnel than by the other two categories of personnel. These data indicate that great numbers of first-termers are less likely to perform the more difficult tasks of the career ladder because of the OJT necessary to gain the experience to perform the tasks.

Specialty Training Standard (STS)

A comprehensive review of STS 496X0, dated May 1989, compared STS items to survey data (based on the previously mentioned assistance from technical school personnel in matching job inventory tasks to STS elements). STS paragraphs containing general knowledge information, subject-matter-knowledge only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AFR 8-13 (dated 1 August 1986), AFR 8-13/ATC Supplement 1 (dated 2 March 1987), Attachment 1, paragraph A1-3c(4) (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in a

TABLE 10
TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS
(AFSC 496X0)

TASKS	TNG EMP	PERCENT 496X0 FIRST ENLISTMENT (N=176)	TNG DIF
F388 Process AF Forms 1261	6.49	49	4.54
E299 Maintain C-CS project folders	6.39	58	4.24
A92 Operate small computers, such as Z-100, Z-150, and Z-248	6.33	90	4.92
E293 Establish C-CS project folders	6.39	49	4.46
E317 Process PSAs	6.29	51	4.94
D256 Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	6.18	66	4.52
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	6.16	77	4.36
F328 Annotate or complete AF Forms 1261 (C-CS Acceptance, Commissioning, and Removal Certificates)	6.10	47	4.91
D264 Track status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	5.98	64	4.29
D235 Initiate requirements documents, such as AF Forms 9, 601, 2005, and 3215	5.94	52	4.48
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	5.73	76	3.70
E292 Establish C-CS program files	5.69	28	4.74
D206 Compile data for CSRB meetings	5.67	44	5.33
E268 Arrange support requirements for visiting teams, such as transportation, billeting, and administrative support	5.55	57	3.96
D252 Process out-of-cycle requests for C-CS requirements	5.51	39	5.20
E298 Maintain C-CS program files	5.49	39	4.19
D236 Maintain requirements documents control logs	5.47	34	4.05
E323 Track PSAs	5.45	43	4.26

TABLE 11

TASKS WITH HIGHEST TASK DIFFICULTY RATINGS
(AFSC 496X0)

TASKS	TSK DIF	FIRST ENLISTMENT (N=176)	5-SKILL LEVEL (N=323)	7-SKILL LEVEL (N=239)	TNG EMP
G434 Identify proposed technical solutions for prototyping or integration testing	7.51	0	1	3	.57
D214 Develop program decision packages (PDP)	7.45	1	2	2	.53
G433 Identify proposed technical solutions for interoperability issues and interfaces	7.39	1	2	8	.67
D215 Develop program management directives (PMD)	7.36	2	1	3	.61
G432 Identify integration problems	7.34	2	2	9	.80
A49. Evaluate Functional Account Code (FAC) 3802 manpower standards	7.34	7	11	33	2.37
D216 Develop proposed technical solutions for C-CS programs requirements	7.23	12	14	21	1.43
K577 Draft inputs to statements of work (SOW)	7.23	3	4	6	1.57
C184 Draft BCAs	7.19	7	11	19	2.47
G427 Develop modifications to proposed technical solutions	7.14	3	5	8	.57
A15 Conduct staff assistance visits	7.13	6	8	23	.49
C175 Compile data for completion of base communications-computer systems assessments (BCA)	7.09	11	17	26	3.47
A23 Develop cost-reduction programs	7.09	4	6	13	.47
K576 Draft inputs to performance work statements (PWS)	7.06	2	2	3	1.49
E284 Develop economic analyses	7.04	1	1	3	.57
C174 Analyze command C-CS plans	7.04	2	7	22	1.61
C187 Draft programming plans	7.02	1	2	7	.67

skill level (criterion group) of the AFS), and ATC Regulation 52-22. Data were displayed for the first-job (1-24 months TAFMS), first-enlistment (1-48 months TAFMS), first-job (1-24 months TICF), first-assignment (1-48 months TICF), 5-skill level, and 7-skill level groups matched to the elements of the STS. Where a change is suggested by the survey data, the element is included in Annex C, with tasks reflecting the highest percent members performing being used to support the finding. Complete data are available in the computer printouts provided with this report.

Survey data support inclusion of the majority of the paragraphs and subparagraphs in the STS. There are, however, 54 of 194 paragraphs or subparagraphs that do not have a task with 20 percent or more members performing matched. Examples of these STS items are shown in Table 12. Additional analysis was conducted using specialty job data for the four biggest jobs to see if the percent-members-performing would have at least 20 percent members performing to support the retention of the STS paragraph or subparagraph. There are 19 of the 54 paragraphs or subparagraphs that are supported by these data, which leaves a total of 35 not supported.

There are eight STS paragraphs or subparagraphs which reflect training proficiency codes for the basic course, but have less than the recommended 30 percent members performing for first-enlistment or first-assignment personnel. Examples of these STS items are shown in Table 13.

The large number of STS elements in question precludes discussion of individual elements, but a complete listing of the 62 elements, with matched tasks, can be found in Annex C. The 16 elements matched to specialty job data and supported are also included in Annex C. Elements in Annex C should be reviewed to determine if retention in the STS is warranted.

Tasks not matched to any paragraph or subparagraph of the STS are listed at the end of the STS computer listing. These were reviewed to determine if there were any tasks concentrated around any particular functions or jobs. No particular trends were noted. Examples of tasks performed by 20 percent or more respondents of the STS target groups, but not referenced to any STS element, are shown in Table 14 and Annex C. Training personnel and MAJCOM subject-matter experts should review these and other unreferenced tasks to determine if the areas they pertain to are justified to be included in the STS.

Plan of Instruction (POI)

Based on the previously mentioned assistance from the technical school subject-matter experts, inventory tasks were matched to the POI 3ARB49630-002 C-CS Planning and Programs Management, dated 2 July 1990. The results of the matching process are displayed in a computer generated product.

POI blocks and units of instruction were compared against the standard set forth in Attachment 1, ATCR 52-22, dated 17 February 1989 (30 percent or more of the criterion first-enlistment group performing tasks trained, along with sufficiently high TE and TD ratings on those tasks). Per this guidance,

TABLE 12

EXAMPLES OF 496X0 STS ELEMENTS REQUIRING REVIEW
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

STS ITEM (WITH SELECTED SAMPLE TASK)	PERCENT MEMBERS PERFORMING							TE*	TD**
	3LVL PROF CODE	TAFMS 1ST JOB (N=43)	1ST ENL (N=176)	TICF 1ST JOB (N=251)	1ST ASG (N=457)	DAFSC 49650 (N=324)	DAFSC 49670 (N=240)		
8. PROGRAMMING, BUDGETING, AND FUNDING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS a. Programmed Requirements (2) Program decision package (PDP)	A								
D214 Develop program decision packages (PDP)		2	1	2	2	2	2	.53	7.45
15. AGREEMENTS b. Types (1) Standard	B								
M618 Draft or initiate support agreements		0	3	2	3	4	5	2.22	6.53

* Mean rating is 2.01, and standard deviation is 1.45 (High TE = 3.46)

** Average TD rating is 5.00

TABLE 13

EXAMPLES OF 496X0 STS ELEMENTS REQUIRING REVIEW
(QUESTIONABLE PROFICIENCY CODES)

STS ITEM (WITH SELECTED SAMPLE TASK)	PERCENT MEMBERS PERFORMING								TE*	TD**
	3LVL PROF CODE	TAFMS		TICF		DAFSC		DAFSC 49670 (N=240)		
		1ST JOR (N=43)	1ST ENL (N=176)	1ST JOB (N=251)	1ST ASG (N=457)	49650 (N=324)				
5. PLANNING										
a. Air Force										
(2) Operational Plans										
(d) Prepare communications- computer systems annex	a									
C175 Compile data for completion of base C-CS assessments (BCA)		9	11	12	14	17	26	3.47	7.09	
C185 Draft C-CS annexes to operational plans		2	2	4	4	3	8	1.12	6.91	
<hr/>										
6. REFINING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS										
c. Special requirements										
(3) Defense Communications Agency (DCA)										
(a) Prepare Request for Service (RFS)	2b									
F344 Coordinate completed program actions with affected agencies		14	14	17	18	19	30	4.00	6.53	
F357 Draft RFSs		2	6	7	8	9	10	3.02	6.27	

* Mean rating is 2.01, and standard deviation is 1.45 (High TE = 3.46)

** Average TD rating is 5.00

TABLE 14

EXAMPLES OF TASKS PERFORMED
BUT NOT REFERENCED TO 496X0 STS

STS ITEM (WITH SELECTED SAMPLE TASK)	PERCENT MEMBERS PERFORMING						
	TAFMS		TICF		DAFSC	DAFSC	TD** RATING
	1ST JOB (N=43)	1ST ENL (N=176)	1ST JOB (N=251)	1ST ASG (N=457)	49650 (N=324)	49670 (N=240)	
A40 Escort visitors through facilities	42	39	41	42	43	51	1.71 1.53
A84 Maintain continuity folders	60	59	57	58	58	67	4.67 4.49
A102 Process AF Forms 1768	35	31	27	28	33	35	2.35 3.91
D236 Maintain requirements documents control logs	35	34	36	35	36	34	5.47 4.05
E298 Maintain C-CS program files	33	39	44	45	47	60	5.49 4.19
F361 Identify C-CS programmer report discrepancies	21	23	19	24	25	35	4.08 4.68

* Mean rating is 2.01, and standard deviation is 1.45 (High TE = 3.46)

** Average TD rating is 5.00

tasks trained in the course which do not meet these criteria should be considered for elimination from the formal course, if not justified on some other acceptable basis.

Data were displayed for the first-job (1-24 months TAFMS/TICF), first-enlistment (1-48 months TAFMS), and first-assignment (1-48 months TICF) for the tasks matched to the POI blocks and units of instruction. Even though the POI is a basically theory-centered course, a review of the tasks matched to the POI reveals that 46 (60 percent) of the POI units of instruction or criterion objectives are not supported by OSR data for matched tasks. These blocks or units account for 222 hours of instructional time. Examples of two of the units of instruction with matched tasks which were not supported by OSR data are presented in Table 15. A complete listing of the blocks and units of instruction not supported can be found in Annex D.

Additional analysis was conducted using specialty job data for the three jobs having large first-enlistment and first-assignment percent members performing to determine if these data would reflect at least 30 percent members performing to support the retention of the POI unit of instruction. None of the 46 units or criterion previously mentioned were supported by the specialty job data.

Additionally, some tasks were not matched to any block or unit of instruction of the POI and reflect a high percent member performing for the criterion groups and sufficiently high TE and TD ratings to be considered for POI use. This combination of factors indicates formal training may be required, and resident technical training could be supported. Table 16 lists a sampling of a number of such tasks. Subject-matter experts should perform in-depth review of these and other qualifying tasks contained in the "Tasks Not Referenced" section of the previously mentioned computer printout to determine the necessity for training and the most effective method to accomplish it.

Based on the data in Annex D, it is evident that a fair portion of the formal course is not supported by the various OSR data elements which reflect responses from personnel working in the career ladder. Training personnel are encouraged to review the computer printout of the POI matched with survey data as they undertake future revisions, if any, of the POI.

CONUS VERSUS OVERSEAS GROUPS

A comparison was made of the survey data for the DAFSC 49650 personnel in CONUS (237 individuals) and overseas (85 individuals) to determine if there is a difference between the two groups. No difference could be found. Table 17 shows that the average percent-time-spent in the various duties differs to some degree, but overall are close. The largest difference appears to be that personnel in CONUS are more apt to perform tasks in the ADPE area than those overseas. Table 18 provides a look at the percent-members-performing of tasks most commonly performed by both groups. The overseas job, with an average of

TABLE 15

EXAMPLES OF 49630 POI ELEMENTS REQUIRING REVIEW

POI ITEM (WITH SELECTED SAMPLE TASK)	CLASS HOURS	PERCENT MEMBERS PERFORMING					TE* RATING	TD** RATING
		TAFMS		TICF				
		1ST JOB (N=43)	1ST ENL (N=176)	1ST JOB (N=251)	1ST ASG (N=457)			
VI. IMPLEMENTATION, ACQUISITION AND ACCEPTANCE								
1. Implementation and Acquisition								
c. Given HO AC&W 2496-06B containing all required information, prepare RCS: HAF (AR) 8202 with no more than five errors. STS: 9c(5)(b). Meas: PC/W	2							
F336 Complete implementation status reports (RCS HAF-SCT(AR)8202)		7	9	7	8	3.20	4.42	
VII. UNIT RESOURCES AND ADMINISTRATION								
CONTRACT MANAGEMENT								
3. Organizational Change Request								
a. Identify basic facts and terms concerning organizational change requests. STS: 11c, 11d. Meas: W	3							
J539 Draft organizational change requests (OCR)		2	2	3	4	2.43	6.29	

* Mean rating is 2.01, and standard deviation is 1.45 (high TE = 3.46)

** Average TD Rating is 5.00

TABLE 16

EXAMPLES OF TASKS WITH GREATER THAN 30 PERCENT
MEMBERS PERFORMING AND NOT REFERENCED TO POI 49630

TASKS	PERCENT MEMBERS PERFORMING					
	TAFMS			TICF		
	1ST JOB (N=43)	1ST ENL (N=176)	1ST JOB (N=251)	1ST ASG (N=457)	TE* RATING	TD** RATING
A31 Draft agendas for staff meetings, conferences, or workshops	35	34	31	36	3.47	4.81
A41 Establish continuity folders	53	56	62	61	4.12	5.53
A36 Draft minutes of staff meetings, conferences, or workshops	30	33	27	33	3.49	4.27
A71 Initiate AF Forms 1768 (Staff Summary Sheet)	53	56	62	61	4.12	5.53
A84 Maintain continuity folders	60	59	57	58	4.67	4.49
A110 Review C-CS programmer reports	35	44	43	46	5.14	5.84
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	79	76	77	75	5.73	3.70

* Mean rating is 2.01, and standard deviation is 1.45 (High TE = 3.46)

** Average TD rating is 5.00

TABLE 17

DUTY COMPARISON CONUS AND OVERSEAS
(AVERAGE PERCENT TIME SPENT)

<u>DUTIES</u>	<u>CONUS</u>	<u>OVERSEAS</u>
A PERFORMING SUPERVISOR AND GENERAL WORK CENTER MANAGEMENT TASKS	27	26
B PERFORMING TRAINING TASKS	3	1
C PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PLANNING TASKS	2	1
D PROCESSING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS	20	22
E PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM DEVELOPMENT TASKS	14	16
F PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS IMPLEMENTATION TASKS	12	12
G PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS ARCHITECTURE AND INTEGRATION TASKS	-	-
H MANAGING AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)	10	7
I MANAGING COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)	3	4
J PERFORMING MANPOWER MANAGEMENT TASKS	2	2
K PERFORMING COMMUNICATIONS-COMPUTER SYSTEMS CONTRACT ADMINISTRATIVE TASKS	1	1
L MANAGING BASE CIVIL ENGINEER WORK ORDER REQUESTS	4	5
M MANAGING SUPPORT AGREEMENTS	1	2
N PERFORMING ENGINEERING INSTALLATION TASKS	-	-

TABLE 18
COMPARISON CONUS AND OVERSEAS
SAMPLE TASK PERFORMANCE
(PERCENT MEMBERS PERFORMING)

TASKS		CONUS (N=237)	OVERSEAS (N=85)
A92	Operate small computers, such as Z-100, Z-150, and Z-248	91	92
D200	Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	74	75
D202	Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	74	82
D235	Initiate requirements documents, such as AF Forms 9, 601, 2005, and 3215	53	51
D256	Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	65	67
D264	Track status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	61	64
E268	Arrange support requirements for visiting teams, such as transportation, billeting, and administrative support	53	71
A10	Complete AFCC Forms 219 (Verbal Coordination Record)	51	66
A84	Maintain continuity folders	57	59
A93	Participate in staff meetings, conferences, or workshops, other than conducting or for training	67	78
A41	Establish continuity folders	59	64
D201	Analyze C-CS requirements	54	58
D208	Compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215	58	65
D209	Coordinate C-CS requirements with affected agencies	57	61
E299	Maintain C-CS project folders	58	67

85 tasks, is slightly broader than the CONUS job, with an average of 79 tasks. The similarity of these two groups, however, is shown by a time-spent overlap of 82 percent on common tasks. The average grade for both groups is E-4. The average TICF is also very similar, with overseas personnel having an average of 31 months to an average 30 months for those in CONUS. TAFMS averages indicate that personnel overseas (76 months) have slightly more time in the service than their CONUS counterparts (66 months). There are no data to indicate that personnel from either group would not be qualified to perform in either location.

JOB SATISFACTION ANALYSIS

Examination of the job satisfaction indicators for various groups gives career ladder managers a better understanding of some of the factors which may impact on job performance of personnel in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet. The information from these questions is provided in Tables 19 and 20 and discussed below.

Job satisfaction data presented in Table 19 show the TAFMS groups for C-CS Planning and Programs Management career ladder matched with similar data for a comparative sample of Direct Support career ladders surveyed in 1989, which are the latest comparative data available. These data provide a relative measure of how job satisfaction of C-CS Planning and Programs Management personnel compares with that of other similar specialties. The data reflect favorable percentages for the AFSC 496X0 sample groups in almost all areas. There is one notable exception where all groups of AFSC 496X0 personnel are lower than the comparison group, and this is perceived use of training. Although the percentages are not to be considered low overall, they do point out that training is an area to look at, and the data may be supported by the information concerning the POI analysis. The reenlistment percentage for the 1-48 months AFSC 496X0 personnel is quite low and indicates the career ladder may have a problem retaining its junior personnel.

Table 20 provides data on personnel in the specialty jobs discussed in the SPECIALTY JOBS section of this report. An examination of the data may show how overall job satisfaction may be influenced by the type of job performed. Most jobs appear to have favorable percentages for the job satisfaction indicators. There are three jobs, however, that reflect lower than expected percentages in at least one indicator. The General Work Center Management and Requirement Management jobs each has comparatively low percentages of personnel that perceive they are using their training. This may be accounted for by the type of jobs they are, being entry level-type jobs, with limited responsibilities. This may indicate that the training does not cover the responsibilities of the jobs at all, or more likely, that the areas were inadequately covered for the scope of the jobs. Since one of these jobs is the second largest in the career ladder, particular attention should be paid to its requirement in any update of the POI. The data for the third job, Work

TABLE 19

COMPARISON OF TAFMS GROUP JOB SATISFACTION INDICATORS
(PERCENT MEMBERS RESPONDING)

JOB SATISFACTION INFORMATION	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	496X0 (N=176)	1989 COMP SAMPLE* (N=1,142)	496X0 (N=167)	1989 COMP SAMPLE* (N=838)	496X0 (N=305)	1989 COMP SAMPLE* (N=954)
<u>PERCEIVED JOB:</u>						
INTERESTING	64	56	80	57	82	72
SO-SO	25	24	14	22	10	17
DULL	11	18	7	20	9	10
<u>PERCEIVED USE OF TALENT:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	74 26	59 41	83 17	66 34	84 16	83 16
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	70 30	91 9	71 29	87 13	72 28	85 14
<u>SENSE OF ACCOMPLISHMENT FROM WORK:</u>						
SATISFIED	68	61	77	58	71	71
NEUTRAL	13	18	10	17	8	12
DISSATISFIED	19	20	13	24	21	16
<u>REENLISTMENT INTENTIONS:</u>						
WILL/PROBABLY WILL REENLIST	49	61	76	75	64	75
WILL NOT/PROBABLY WILL NOT REENLIST	51	38	23	24	10	9
WILL RETIRE	0	1	0	1	20	16

* Comparative Sample composed of Direct Support career ladders surveyed in 1989 (includes AFSC 231X3 and 631X0)

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 20

COMPARISON OF JOB SATISFACTION INDICATORS
FOR SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

<u>JOB SATISFACTION INFORMATION</u>	<u>GENERAL WORK CENTER MANAGEMENT</u>	<u>WORK ORDER MANAGEMENT</u>	<u>REQUIREMENTS MANAGEMENT</u>	<u>DIRECTIVE MANAGEMENT</u>
<u>PERCEIVED JOB:</u>				
INTERESTING	100	33	70	100
SO-SO	0	42	16	0
DULL	0	25	14	0
<u>PERCEIVED USE OF TALENT:</u>				
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	100 0	50 50	71 29	80 20
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	20 80	75 25	55 45	63 40
<u>SENSE OF ACCOMPLISHMENT FROM WORK:</u>				
SATISFIED	80	58	66	100
NEUTRAL	20	25	13	0
DISSATISFIED	0	17	22	0
<u>REENLISTMENT INTENTIONS:</u>				
WILL/PROBABLY WILL REENLIST	100	33	66	100
WILL NOT/PROBABLY WILL NOT REENLIST	0	50	25	0
WILL RETIRE	0	17	9	0

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 20 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS
FOR SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

<u>JOB SATISFACTION INFORMATION</u>	<u>PROGRAM MANAGEMENT</u>	<u>SUPERVISOR</u>	<u>SUPPLY/ ACQUISITION MANAGEMENT</u>	<u>PROGRAM IMPLEMENTATION MANAGEMENT</u>
<u>PERCEIVED JOB:</u>				
INTERESTING	79	85	100	78
SO-SO	14	7	0	13
DULL	71	9	0	9
<u>PERCEIVED USE OF TALENT:</u>				
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	88 12	87 13	83 17	78 22
<u>PERCEIVED USE OF TRAINING:</u>				
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	81 19	74 26	67 33	65 35
<u>SENSE OF ACCOMPLISHMENT FROM WORK:</u>				
SATISFIED	75	72	100	70
NEUTRAL	8	9	0	9
DISSATISFIED	17	20	0	22
<u>REENLISTMENT INTENTIONS:</u>				
WILL/PROBABLY WILL REENLIST	63	59	83	65
WILL NOT/PROBABLY WILL NOT REENLIST	27	11	0	26
WILL RETIRE	10	30	17	9

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

TABLE 20 (CONTINUED)
COMPARISON OF JOB SATISFACTION INDICATORS
FOR SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

<u>JOB SATISFACTION INFORMATION</u>	<u>MANPOWER MANAGEMENT</u>	<u>ADPE RESOURCES MANAGEMENT</u>	<u>INSTRUCTOR</u>
<u>PERCEIVED JOB:</u>			
INTERESTING	85	69	100
SO-SO	8	19	0
DULL	8	12	0
<u>PERCEIVED USE OF TALENT:</u>			
FAIRLY WELL TO PERFECTLY	92	77	100
LITTLE OR NOT AT ALL	8	23	0
<u>PERCEIVED USE OF TRAINING:</u>			
FAIRLY WELL TO PERFECTLY	85	73	100
LITTLE OR NOT AT ALL	15	27	0
<u>SENSE OF ACCOMPLISHMENT FROM WORK:</u>			
SATISFIED	69	71	100
NEUTRAL	8	12	
DISSATISFIED	23	17	
<u>REENLISTMENT INTENTIONS:</u>			
WILL/PROBABLY WILL REENLIST	62	58	80
WILL NOT/PROBABLY WILL NOT REENLIST	0	38	20
WILL RETIRE	8	4	0

Category percentages may not add to 100 percent due to rounding or nonresponse by members of the sample

Order Management, indicate that the training is adequate, but the other areas are quite low compared to those of other jobs. This may be the result of the fact that this is a limited job restricted to administratively filling out forms with very little opportunity for diversification or initiation.

When there are serious problems in an occupation, survey respondents are usually quite free with write-in comments to complain about perceived problems in the field. Twenty-nine percent of the individuals in the survey sample used the write-in feature. The majority of the write-in comments (73 percent) deal with explaining the type of job held, tasks not listed but performed, expansion on answers to background questions, etc. The remaining comments dealt with areas that could impact on effectiveness or morale.

Thirty-nine individuals, 6 percent of the sample, indicated they were working outside of their AFSC. The majority of these respondents (74 percent) indicated they were working in areas dealing with telephone or commercial communications services. Four respondents indicate they are working in the Land Mobile Radio functional area; two others mention they are working in the Systems area, one states a great deal of time is spent as a switchboard operator; two write operations plans; and three gave no specific title of the area in which they are working.

There were 13 responses, 2 percent of the sample, which were specific complaints or recommendations. These airmen did not necessarily limit their comments to a single idea. The following are the main thoughts of the comments:

"The school is not training personnel for the jobs they go to after graduation. Areas mentioned are: need for more administrative aspects of the career ladder, need for more training on small computers, more training on researching directives and methods of performing assigned tasking required, and course does not prepare individual for working at base level." (Seven individuals.)

"ADPE should be returned to AFSC 491X0 career ladder." (One individual.)

"Promotion opportunity in the career ladder is not good." (Two individuals.)

"First term personnel should not be allowed in the career field or sent to MAJCOM headquarters for a first assignment." (Four individuals.)

"The career ladder needs structure and stop changing so much." (Four individuals.)

There were four airmen whose responses reflect frustration and outright displeasure with the career ladder, wanting to retrain into some other AFSC.

The comments represent a small percentage of the surveyed population and do not necessarily reflect large scale dissatisfaction with the career ladder, but consistent with information presented in other sections of this report.

IMPLICATIONS

The AFSC 496X0 career ladder appears to have been in a constant state of flux over the past few years, with the specialty responsibilities changing with additions and deletions of functional areas to the career ladder. The AFR 39-1 descriptions for C-CS Planning and Programs Management Specialist (AFSCs 49630/50), C-CS Planning and Programs Management Technician (AFSC 49670), and C-CS Planning and Programs Management Superintendent (AFSCs 49690/00), although generally supported by the survey data, should be reviewed for potential update. The STS, with 32 percent of the matched elements not supported or having inappropriate training codes, should be reviewed for possible revision. The tasks not matched to the STS elements need to be reviewed for possible creation of additional elements to the STS. The POI, with 60 percent of the matched elements not supported, should be reviewed for possible revision. The tasks not matched to the POI elements should also be reviewed for possible creation of additional elements in the POI.

ANNEX A

INFORMATION CONCERNING
JOB INVENTORY DEVELOPMENT
VISITS TO SELECTED BASES

ANNEX A

A total of 114 subject-matter experts (SME) were interviewed during the development period, representing 54 operational bases and installations, plus one training base.

The following units were recommended by HQ AFCC/XPPX for visit:

KEESLER AFB - Technical Training Center.

GUNTER AFB - Headquarters for Standard Systems Center (SSC) where data programs and automatic data processing equipment (ADPE) are managed.

MAXWELL AFB - Medium base-level C-CS planning and programs management function supporting training activities.

RANDOLPH AFB - Large C-CS planning and programs management function supporting Air Training Command headquarters, the Air Force Military Personnel Center, other headquarters, and normal base operations.

BROOKS AFB - Small C-CS planning and programs management function supporting research community.

LACKLAND AFB - Medium base-level C-CS planning and programs management function supporting Air Force basic training organization and other training activities.

TINKER AFB - Headquarters for Engineering Installation Division (EID), where communications electronics programs are managed. Interview sessions at Tinker included 496X0 members from other EID units at Scott AFB, Griffiss AFB, and Wheeler AFB.

SCOTT AFB - Headquarters for AFCC and for Airlift Communications Division (ACD).

ANDREWS AFB - Headquarters for Research & Acquisition Communications Division (RCD) and Air National Guard Support Center. Interview sessions at Andrews included 496X0 members from other RCD units at Dover AFB, Edwards AFB, Hanscom AFB, and Norton AFB; and 496X0 members from units at the Pentagon (Joint Staff) and Bolling AFB (AFOSI).

KAPAUN AS - Headquarters for European Communications Division (ECD). European locations offered the opportunity to observe one of the largest division headquarters and one of the largest base-level units. The developer attended the European Communications Division (ECD) Unit Level Program Management Conference held at Kapaun AS GE. This afforded the developer the opportunity to conduct interview sessions with 47 496X0 members throughout the ECD organization structure. Members interviewed represented 35 ECD units from Germany, England, Italy, Spain, Turkey, Crete, Greece, and the Netherlands, such as:

Bitburg AB GE
Boerfink GE
Hahn AB GE
Kalkar AS GE
Kapaun AS GE
Lindsey AS GE
Ramstein AB GE
Rhein Main AB GE
Sembach AB GE
Spangdahlem AB GE
Tempelhof Cent Aprt GE

Wueschheim AS GE
Zweibrucken AB GE
RAF Bentwaters UK
RAF Chicksands UK
RAF Fairford UK
RAF Greenham Common UK
RAF Lakenheath UK
RAF Mildenhall UK
RAF Molesworth UK
RAF Upper Heyford UK

RAF Uxbridge UK
Aviano AS IT
Comiso AS IT
Torrejon AB SP
Zaragoza AB SP
Incirlik AS TU
Izmir TU
Iraklion AS GR
Hellenikon AB GR
Soesterberg AB NL

ANNEX B

SELECTED REPRESENTATIVE TASKS PERFORMED
BY CAREER LADDER JOB GROUPS

TABLE I

GROUP NUMBER AND TITLE: STG73, GENERAL WORK CENTER MANAGEMENT
 GROUP SIZE: 5 PERCENT MEMBERS OF SAMPLE: 1%
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 93
 AVERAGE TICF: 33 AVERAGE TASKS PERFORMED: 30

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A32 Draft budget requirements	100
A84 Maintain continuity folders	100
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	100
A113 Review funds expenditures	100
A90 Maintain supply transaction listings, such as D04, D18, D19, D23, and M30	80
A92 Operate small computers, such as Z-100, Z-150, and Z-248	80
A100 Process AF Forms 616 (Fund Cite Authorization (FCA))	80
A123 Validate supply transaction listings, such as D04, D18, D19, D23, and M30	80
A40 Escort visitors through facilities	60
A41 Establish continuity folders	60
A99 Process AF Forms 9	60
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	60
A31 Draft agendas for staff meetings, conferences, or workshops	40
A39 Draft supply assistance letters	40
A78 Inspect personnel for compliance with military standards	40
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	40
D256 Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	40
A47 Evaluate C-CS programs management techniques and procedures	20
A54 Evaluate personnel for compliance with performance standards	20
A58 Evaluate results of management evaluation programs	20

TABLE II

GROUP NUMBER AND TITLE: STG83, WORK ORDER MANAGEMENT CLUSTER
 GROUP SIZE: 14 PERCENT MEMBERS OF SAMPLE: 2%
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 66
 AVERAGE TICF: 30 AVERAGE TASKS PERFORMED: 43

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A92 Operate small computers, such as Z-100, Z-150, and Z-248	92
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	92
L602 Assign unit work order control numbers	83
L608 Maintain work order control logs	83
L609 Maintain work order request files	83
L614 Review work order control logs	83
L615 Track status of work order requests	83
A84 Maintain continuity folders	75
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	75
D256 Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	75
L613 Process AF Forms 332	75
I515 Complete transmittal documents for communications- computer systems installation records (CSIR)	67
D208 Compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215	58
I516 Coordinate review of CSIR drawing records with affected agencies	58
I517 Establish CSIR files	58
I519 Maintain CSIR drawing indexes	58
I520 Maintain CSIR files	57
L616 Verify accuracy of completed work order requests	50
L604 Compile data for work order status briefings	50

TABLE III

GROUP NUMBER AND TITLE: GRP30, REQUIREMENTS MANAGEMENT CLUSTER
 GROUP SIZE: 102 PERCENT MEMBERS OF SAMPLE: 17%
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 84
 AVERAGE TICF: 30 AVERAGE TASKS PERFORMED: 46

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A92 Operate small computers, such as Z-100, Z-150, and Z-248	95
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	93
D256 Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	90
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	86
D264 Track status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	80
D201 Analyze C-CS requirements	64
D208 Compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215	64
D209 Coordinate C-CS requirements with affected agencies	62
D235 Initiate requirements documents, such as AF Forms 9, 601, 2005, and 3215	60
A84 Maintain continuity folders	58
A41 Establish continuity folders	57
D236 Maintain requirements documents control logs	55
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	54
D255 Process requests for ancillary items, such as telephone jacks, house wiring, and modems	54
D206 Compile data for CSRB meetings	44
D238 Participate in CSRB meetings	42
A24 Develop customer education programs	40
D218 Draft agendas for CSRB meetings	34
D222 Draft minutes of CSRB meetings	34
D252 Process out-of-cycle requests for C-CS requirements	34

TABLE IV

GROUP NUMBER AND TITLE: STG153, DIRECTIVE MANAGEMENT
 GROUP SIZE: 5 PERCENT MEMBERS OF SAMPLE: 1%
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 110
 AVERAGE TICF: 53 AVERAGE TASKS PERFORMED: 64

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A92 Operate small computers, such as Z-100, Z-150, and Z-248	100
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	100
D209 Coordinate C-CS requirements with affected agencies	100
D230 Identify proposed technical solutions for C-CS programs requirements	100
D241 Perform technical solutions for C-CS programs requirements	100
D252 Process out-of-cycle requests for C-CS requirements	100
D256 Process requirements documents, such as AF Forms 9, 601, 2005, and 3215	100
D258 Process technical solutions for C-CS programs requirements	100
D261 Request technical solutions for C-CS programs requirements	100
E273 Compile data for completion of communications-computer systems directives (CSD)	100
E296 Initiate or draft CSDs	100
E311 Process CSDs	100
A6 Compile data for unit historical records	80
A16 Conduct staff meetings, conferences, or workshops, other than for training	80
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	80
D208 Compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215	80
D216 Develop proposed technical solutions for C-CS programs requirements	80
D264 Track status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	80
E282 Determine taskings for CSDs	80
E322 Track CSDs	80

TABLE V

GROUP NUMBER AND TITLE: GRP31, PROGRAMS MANAGEMENT CLUSTER
 GROUP SIZE: 281 PERCENT MEMBERS OF SAMPLE: 43%
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 107
 AVERAGE TICF: 42 AVERAGE TASKS PERFORMED: 126

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E299 Maintain C-CS project folders	97
E268 Arrange support requirements for visiting teams, such as transportation, billeting, and administrative support	94
A92 Operate small computers, such as Z-100, Z-150, and Z-248	93
E293 Establish C-CS project folders	93
E269 Brief commanders, staff, or boards on status of C-CS programs	92
E297 Initiate requests for Base Civil Engineer (BCE) construction support requirements	91
F388 Process AF Forms 1261	90
E317 Process PSAs	88
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	87
F328 Annotate or complete AF Forms 1261 (C-CS Acceptance, Commissioning, and Removal Certificates)	86
A110 Review C-CS programmer reports	85
E276 Conduct site survey team in-out briefings	85
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	83
L606 Initiate AF Forms 332 (BCE Work Request)	83
F373 Participate in installation team in-out briefings	82
E325 Verify completion of PSA work support items	81
D209 Coordinate C-CS requirements with affected agencies	80
E298 Maintain C-CS program files	80
E323 Track PSAs	80
F413 Track exceptions documented on AF Forms 1261	80

TABLE VI

GROUP NUMBER AND TITLE: STG97, SUPERVISOR CLUSTER
 GROUP SIZE: 46 PERCENT MEMBERS OF SAMPLE: 4%
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 80
 AVERAGE TICF: 52 AVERAGE TASKS PERFORMED: 37

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A92 Operate small computers, such as Z-100, Z-150, and Z-248	98
A18 Counsel personnel on personal or military-related matters	96
A17 Conduct supervisory orientations of newly assigned personnel	96
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	96
A128 Write EPRs	93
A54 Evaluate personnel for compliance with performance standards	93
A21 Determine work priorities	89
A95 Plan or schedule work assignments	87
A96 Plan or schedule work priorities	87
A41 Establish continuity folders	87
A130 Write recommendations for awards and decorations	87
A43 Establish performance standards for subordinates	85
A56 Evaluate personnel for recognition	85
A79 Interpret policies, directives, or procedures for subordinates	83
B134 Annotate training records	83
B138 Conduct OJT	83
A2 Analyze workload requirements	81
A78 Inspect personnel for compliance with military standards	80
D202 Assist customers in completing requirements documents, such as AF Forms 9, 601, 2005, and 3215	80

TABLE VII

GROUP NUMBER AND TITLE: STG118, SUPPLY/ACQUISITION MANAGEMENT
 GROUP SIZE: 6 PERCENT MEMBERS OF SAMPLE: 1%
 AVERAGE GRADE: E-5 AVERAGE TAFMS: 134
 AVERAGE TICF: 43 AVERAGE TASKS PERFORMED: 124

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A7 Complete AF Forms 1297 (Temporary Issue Receipt)	100
A9 Complete AF Forms 2005 (Issue/Turn-in Request)	100
A13 Complete DD Forms 1348-6 (DOD Single Line Item Requisition System Document)	100
A32 Draft budget requirements	100
A39 Draft supply assistance letters	100
A69 Initiate AF Forms 9 (Request for Purchase)	100
A71 Initiate AF Forms 1768 (Staff Summary Sheet)	100
A87 Maintain property custody authorization/custody receipt listings (CA/CRL)	100
A90 Maintain supply transaction listings, such as D04, D18, D19, D23, and M30	100
A92 Operate small computers, such as Z-100, Z-150, and Z-248	100
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	100
A108 Research supply catalogs or commercial sources for parts or stock numbers	100
A109 Research table of allowances (TA)	100
D207 Compile data for CSWG meetings	100
D208 Compile data for initiation of requirements documents, such as AF Forms 9, 601, 2005, and 3215	100
D209 Coordinate C-CS requirements with affected agencies	100
D235 Initiate requirements documents, such as AF Forms 9, 601, 2005, and 3215	100
A99 Process AF Forms 9	83
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	83
D264 Track status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	83

TABLE VIII

GROUP NUMBER AND TITLE: STG137, ENGINEER INSTALLATION PROGRAM MANAGEMENT
CLUSTER

GROUP SIZE: 23

AVERAGE GRADE: E-5

AVERAGE TICF: 39

PERCENT MEMBERS OF SAMPLE: 4%

AVERAGE TAFMS: 136

AVERAGE TASKS PERFORMED: 69

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F362 Identify milestone changes for input to AFCC Workload Management Systems	100
A92 Operate small computers, such as Z-100, Z-150, and Z-248	96
E299 Maintain C-CS project folders	96
F358 Establish initial inputs to AFCC Workload Management Systems	96
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	91
F388 Process AF Forms 1261	91
E298 Maintain C-CS program files	87
F406 Review AFCC Workload Management Systems milestones	87
F418 Update AFCC Workload Management Systems	87
A10 Complete AFCC Forms 219 (Verbal Coordination Record)	83
E293 Establish C-CS project folders	83
N634 Extract data from automated materiel management and engineering system (AMMES)	83
A41 Establish continuity folders	78
E292 Establish C-CS program files	78
F413 Track exceptions documented on AF Forms 1261	78
F420 Verify availability of project materials	78
D200 Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	74
F359 Establish priority of C-CS installation projects	74
N641 Process PMRLs	74
E294 Establish integrated milestone schedules	73

TABLE IX

GROUP NUMBER AND TITLE: STG50, MANPOWER MANAGEMENT
 GROUP SIZE: 13 PERCENT MEMBERS OF SAMPLE: 2%
 AVERAGE GRADE: E-7 AVERAGE TAFMS: 195
 AVERAGE TICF: 112 AVERAGE TASKS PERFORMED: 77

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A92 Operate small computers, such as Z-100, Z-150, and Z-248	100
A93 Participate in staff meetings, conferences, or workshops, other than conducting or for training	92
A35 Draft manpower change requests (MCR)	85
J545 Participate in manpower assessments	85
J540 Evaluate MCRs	85
J532 Assist customers in drafting MCRs	77
A14 Conduct AFCC management evaluation guide (MEG) inspections	76
J569 Track status of MCRs	73
A10 Complete AFCC Forms 219 (Verbal Coordination Record)	69
A20 Determine publication requirements	69
A21 Determine work priorities	69
A33 Draft inputs to directives or publications, other than unit mission regulations	69
A41 Establish continuity folders	69
A49 Evaluate Functional Account Code (FAC) 3802 manpower standards	69
A82 Maintain administrative files	62
A127 Write directives or publications	62
J533 Brief commanders or staff on manpower actions, such as changes and adjustments to current authorizations	62
J535 Compile data for manpower engineering teams	62
J557 Process EUMDs	62
J544 Maintain extended unit manpower documents (EUMD)	61

TABLE X

GROUP NUMBER AND TITLE: STG92, ADPE RESOURCES MANAGEMENT CLUSTER
 GROUP SIZE: 52 PERCENT MEMBERS OF SAMPLE: 8%
 AVERAGE GRADE: E-4 AVERAGE TAFMS: 69
 AVERAGE TICF: 27 AVERAGE TASKS PERFORMED: 108

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H458 Compute ADPE charges	96
H459 Compute ADPE credits	96
H444 Assist equipment custodians conducting inventories of ADPE	94
H480 Perform annual or semiannual inventory of ADPE	94
H445 Attach AF Forms 992 (ADPE Identification) to ADPE	92
H472 Maintain ADPE account files	92
H478 Monitor inventories of ADPE	92
A92 Operate small computers, such as Z-100, Z-150, and Z-248	90
H453 Compile data for ADPE inventory system reports (RCS HAF-SIP(M)7104)	90
H455 Complete or initiate AF Forms 597 (ADPE Maintenance Record) or contractor equivalent forms or records	88
H457 Complete or initiate SF Forms 120 (Report of Excess Personal Property) for excess ADPE	88
H475 Maintain ADPE maintenance report files	88
H494 Process AF Forms 597 or contractor equivalent forms or records	87
H501 Report ADPE charges	87
H502 Report ADPE credits	85
H443 Arrange preinstallation storage or post removal of ADPE	83
H454 Complete ADPE inventory system reports (RCS HAF-SIP(M)7104)	83
H488 Print computer-generated AF Forms 992 (ADPE Identification)	83
H490 Process ADPE credits	81
A86 Maintain list of equipment custodians and alternates	79

TABLE XI

GROUP NUMBER AND TITLE: STG336, INSTRUCTOR

GROUP SIZE: 5

PERCENT MEMBERS OF SAMPLE: 1%

AVERAGE GRADE: E-5

AVERAGE TAFMS: 135

AVERAGE TICF: 38

AVERAGE TASKS PERFORMED: 50

TASKS ARE LISTED IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

TASKS	PERCENT MEMBERS PERFORMING
A92 Operate small computers, such as Z-100, Z-150, and Z-248	100
B133 Administer tests	100
B139 Conduct resident course classroom training	100
B142 Counsel trainees on training progress	100
B143 Determine training requirements	100
B146 Develop performance tests	100
B148 Develop resident course training materials	100
B150 Develop training aids	100
B151 Direct or implement training programs	100
B156 Evaluate progress of trainees	100
B162 Participate in training conferences or briefings, other than conducting	100
B165 Procure training aids, space, or equipment	100
B166 Score tests	100
B168 Write lesson plans	100
B169 Write test questions	100
A70 Initiate AF Forms 198 (Report of Survey for Air Force Property)	80
B134 Annotate training records	80
B141 Conduct training conferences or briefings	80
B153 Evaluate effectiveness of training programs	80
B161 Maintain training records, charts, or graphs	80

ANNEX C

496X0 STS ELEMENTS AND TASKS
REQUIRING REVIEW

ANNEX C

I. QUESTIONABLE TRAINING PROFICIENCY CODES FOR STS ELEMENTS WITH MATCHED TASKS THAT HAVE LESS THAN 30 PERCENT FOR FIRST ENLISTMENT AND FIRST ASSIGNMENT MEMBERS PERFORMING

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	TAFMS		TICF		5VL		7VL	8VL
			1JB	1EL	1JB	1AS	5VL	7VL		
0051	5. PLANNING									
0052	5a. Air Force									
0054	5a(2). Operational Plans									
0058	5a(2)(d). Prepare communications-computer systems annex									
C175	Compile data for completion of base communications-computer systems assessments (BCA)	3.47	11	9	11	12	14	17	26	7.09
C184	Draft BCAs	2.47	7	0	7	8	9	11	19	7.19
C171	Analyze annexes to operational plans	1.22	2	2	3	5	7	5	19	6.37
C185	Draft C-CS annexes to operational plans	1.12	2	2	2	4	4	3	8	6.91
0078	6. DEFINING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS									
0093	6c. Special requirements									

ANNEX C (CONTINUED)

I. QUESTIONABLE TRAINING PROFICIENCY CODES FOR STS ELEMENTS WITH MATCHED TASKS THAT HAVE LESS THAN 30 PERCENT FOR FIRST ENLISTMENT AND FIRST ASSIGNMENT MEMBERS PERFORMING

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATTI		TAFMS		TICF		EVL	ZVL	TSK DIF
			IJB	IEL	IJB	IAS	IJB	IAS			
0096	6c(3). Defense Communications Agency (DCA)										
0097	6c(3)(a). Prepare Request for Service (RFS) 2b b										
C181	Determine programming actions to meet C-CS requirements	3.49	11	14	14	17	18	19	30	6.53	
F344	Coordinate completed program actions with affected agencies	4.00	11	19	26	26	28	32	36	4.44	
F357	Draft RFSs	3.02	7	2	6	7	8	9	10	6.27	
F360	Identify and advise customers to initiate RFSs	2.61	7	7	10	12	14	14	17	4.73	
F368	Initiate followup procedures for completion of telecommunications service requests (TSR)	2.22	7	5	8	9	8	10	8	5.11	
F389	Process completion, in effect, or delayed service reports	3.10	7	2	8	5	7	8	8	4.84	
F400	Process RFSs	3.18	7	5	6	9	9	8	13	5.74	
F416	Track status of RFSs	2.84	7	2	6	13	12	11	15	4.55	
0098	6c(3)(b). Prepare delayed service report 2b b										
C181	Determine programming actions to meet C-CS requirements	3.49	11	14	14	17	18	19	30	6.53	
F330	Compile data for completion, in effect, or delayed service reports	3.08	7	9	9	6	7	7	10	5.23	
F349	Draft completion, in effect, or delayed service reports	2.27	7	2	6	4	5	7	3	4.91	

ANNEX C (CONTINUED)

I. QUESTIONABLE TRAINING PROFICIENCY CODES FOR STS ELEMENTS WITH MATCHED TASKS THAT HAVE LESS THAN 30 PERCENT FOR FIRST ENLISTMENT AND FIRST ASSIGNMENT MEMBERS PERFORMING

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	ISK DIF
				1JB	1EL	1JB	1AS			
F389	Process completion, in effect, or delayed service report;	3.10	7	2	8	5	7	8	8	4.84
F414	Track status of completion, in effect, or delayed service reports	2.51	7	5	7	6	8	8	10	4.46
0099	6c(3)(c). Prepare completion report	2b	b							
C181	Determine programming actions to meet C-CS requirements	3.49	11	14	14	17	18	19	30	6.53
F389	Process completion, in effect, or delayed service reports	3.10	7	2	8	5	7	8	8	4.84
F414	Track status of completion, in effect, or delayed service reports	2.51	7	5	7	6	8	8	10	4.46
0243	11. MANPOWER AND ORGANIZATION									
0248	11b. Manpower standards									
0251	11b(3). Perform manpower assessment	2a	b							
J534	Compile data for manpower assessments	3.61	11	5	6	8	11	11	25	5.88
J535	Compile data for manpower engineering teams	3.31	7	2	5	6	9	8	21	5.90
J545	Participate in manpower assessments	2.84	7	2	7	8	11	11	24	5.22
J556	Process data for manpower engineering teams	2.22	7	2	3	3	6	6	14	4.76
J559	Process manpower assessments	3.18	7	2	4	5	7	7	17	5.07

ANNEX C (CONTINUED)

I. QUESTIONABLE TRAINING PROFICIENCY CODES FOR STS ELEMENTS WITH MATCHED TASKS THAT HAVE LESS THAN 30 PERCENT FOR FIRST ENLISTMENT AND FIRST ASSIGNMENT MEMBERS PERFORMING

D T Y	TSK NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		EVL	ZVL	DIF
					IJB	IEL	IJB	IAS			
	J564	Schedule annual manpower reapplications with affected work centers	2.53	7	2	5	3	5	7	11	3.68
	J568	Track status of exceptions to manpower standards	2.76	7	2	3	2	5	6	11	4.25
	J565	Schedule annual review of authorized civilian positions with affected work centers	1.41	2	2	2	1	2	2	4	3.88
	0254	12. AUTOMATIC DATA PROCESSING EQUIPMENT MANAGEMENT									
	0262	12b. ADPE documentation									
	0264	12b(2). Prepare RCS: HAF MR 7104 input									
	H453	Compile data for ADPE inventory system reports (RCS HAF-SIP(M)7104)	2.82	7	23	14	12	11	11	5	5.99
	H454	Complete ADPE inventory system reports (RCS HAF-SIP(M)7104)	2.59	7	21	15	11	10	11	4	6.05
	0268	12c. Compute ADPE charges									
	H449	Certify ADPE maintenance invoices	2.18	7	21	11	13	9	8	6	5.30
	H458	Compute ADPE charges	2.63	7	23	18	17	14	14	7	6.07
	H476	Maintain information-processing management system (IPMS) data bases	2.63	7	9	6	8	7	8	4	6.09
	H489	Process ADPE charges	1.76	2	21	13	13	10	10	5	5.42

ANNEX C (CONTINUED)

I. QUESTIONABLE TRAINING PROFICIENCY CODES FOR STS ELEMENTS WITH MATCHED TASKS THAT HAVE LESS THAN 30 PERCENT FOR FIRST ENLISTMENT AND FIRST ASSIGNMENT MEMBERS PERFORMING

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	TSK DIF
				1JB	1EL	1JB	1AS			
H501	Report ADPE charges	1.59	2	23	15	14	11	11	4	5.29
H506	Research ADPE maintenance contracts	1.61	2	16	7	11	8	7	5	6.34
H512	Update IPMSs	1.88	2	7	5	8	6	7	4	6.27
0269	12d. Compute ADPE credits									
H449	Certify ADPE maintenance invoices	2.18	7	21	11	13	9	8	6	5.30
H459	Compute ADPE credits	2.49	7	23	18	17	14	14	7	6.10
H476	Maintain information processing management system (IPMS) data bases	2.63	7	9	6	8	7	8	4	6.09
H490	Process ADPE credits	2.16	7	23	14	14	11	10	5	5.42
H502	Report ADPE credits	1.76	2	23	15	15	11	11	4	5.29
H506	Research ADPE maintenance contracts	1.61	2	16	7	11	8	7	5	6.34
H512	Update IPMSs	1.88	2	7	5	8	6	7	4	6.27

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T Y	TASK NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATT	TAFMS		TICF		5VL	7VL	DIF
					1JB	1EL	1JB	1AS			
0005		2. SECURITY									
0006		2a. Communications-Security (COMSEC)									
0008		2a(2). Prevention of security violations	B	-							
A25		Develop safety or security programs	.59	2	7	14	13	15	14	19	4.99
0017		3. AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH)									
0019		3b. Applicable AFOSH standards	-	-							
A50		Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program standards	1.02	2	14	10	10	11	11	15	3.80
0020		4. SUPERVISION AND TRAINING									
0021		4a. Supervision									

[illegible]

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T Y	TASK NBR	STS ELEMENT/TASK TITLE	A	B	TNG EMP	ATI	TAFMS		TICF		EVL		ISK	
							IJB	IEL	IJB	IAS	EVL	VL	VL	ISK
0118		7b(3). Membership												
D239		Participate in CSWG meetings			3.65	11	14	7	13	14	11	19	3.85	
0128		8. PROGRAMMING, BUDGETING, AND FUNDING COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS												
0129		8a. Programmed Requirements												
0131		8a(2). Program decision package (PDP)	A	B										
D214		Develop program decision packages (PDP)			.53	2	2	1	2	2	2	2	7.45	
D220		Draft inputs to PDPs			.75	2	0	1	2	2	2	5	6.07	
D253		Process PDPs			.96	2	2	1	2	3	2	7	5.35	
0139		9. COMMUNICATIONS-COMPUTER SYSTEMS PROGRAM MANAGEMENT												
0140		9a. Implementing Command or Activity Responsibilities												
0141		9a(1). Program Management Directive (PMD)												
0142		9a(1)(a). Purpose	B	B										
C183		Determine taskings for programming plans			.88	2	0	2	5	7	6	12	6.17	

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		PVL	ZVL	DIF
				1JB	1EL	1JS	IAS			
0144	9a(1)(c). Content									
	B B									
D215	Develop program management directives (PMD)	.61	2	2	2	1	2	1	3	7.36
0145	9a(1)(d). Format									
	B B									
D215	Develop program management directives (PMD)	.61	2	2	2	1	2	1	3	7.36
0146	9a(1)(e). Processing									
	B B									
C183	Determine taskings for programming plans	.88	2	0	2	5	7	6	12	6.17
D228	Draft PMDs	.37	2	2	1	1	1	1	2	6.44
D254	Process PMDs	1.08	2	5	2	4	4	3	8	5.34
0147	9a(2). Communications-Computer Systems Directive (CSD)									
0150	9a(2)(c). Content									
	B B									
E273	Compile data for completion of communications-computer systems directives (CSD)	2.33	7	2	5	11	11	10	18	5.59
E282	Determine taskings for CSDs	1.63	2	7	5	8	7	7	13	5.46
E296	Initiate or draft CSDs	.61	2	2	2	6	5	4	10	6.17
0151	9a(2)(d). Format									
	B B									
E296	Initiate or draft CSDs	.61	2	2	2	6	5	4	10	6.17

ANNEX C (CONTINUED)

II. SUB ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	B	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	TSK DIF
					1JB	1EL	1JB	1AS			
0152	9a(2)(e). Processing	B									
C180	Coordinate taskings for programming plans with affected agencies		2.10	7	9	7	9	11	11	18	5.21
E322	Track CSDs		2.51	7	7	4	9	8	7	13	4.39
C183	Determine taskings for programming plans		.88	2	0	2	5	7	6	12	6.17
E311	Process CSDs		1.80	2	5	5	10	9	8	15	4.40
0153	9a(3). Program Manager Charter (PMC)										
0154	9a(3)(a). Purpose	B									
C183	Determine taskings for programming plans		.88	2	0	2	5	7	6	12	6.17
0155	9a(3)(b). Application	B									
C183	Determine taskings for programming plans		.88	2	0	2	5	7	6	12	6.17
0158	9a(3)(e). Processing	B									
C180	Coordinate taskings for programming plans with affected agencies		2.10	7	9	7	9	11	11	18	5.21
C183	Determine taskings for programming plans		.88	2	0	2	5	7	6	12	6.17
E316	Process program management charters (PMC)		.65	2	0	2	2	3	3	3	5.39
F358	Establish initial inputs to AFCC Workload Management Systems		1.47	2	0	1	6	5	4	9	5.76
F366	Implement taskings for program management charters (PMC)		.71	2	0	1	1	2	2	2	5.33

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		ZVL	DIF
				1JB	IEL	1JB	IAS		
0165	9a(5). Project package								
0168	9a(5)(c). Content	B	B						
D231	Incorporate safety or security guidelines into program documents	1.22	2	2	2	4	4	3	5 5.16
0169	9a(5)(d). Format	B	B						
D231	Incorporate safety or security guidelines into program documents	1.22	2	2	2	4	4	3	5 5.16
0171	9a(6). Communications-Computer Systems Program Plan (CSPP)								
0172	9a(6)(a). Purpose	B	B						
C180	Coordinate taskings for programming plans with affected agencies	2.10	7	9	7	9	11	11	18 5.21
C183	Determine taskings for programming plans	.88	2	0	2	5	7	6	12 6.17
C187	Draft programming plans	.67	2	0	1	2	3	2	7 7.02
C195	Report status of programming plans	1.22	2	5	5	6	7	7	10 4.36

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T Y	TSK NBR	STS ELEMENT/TASK TITLE	B	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	ISK
						1JB	1EL	1JB	1AS			
0173		9a(6)(b). Application	B									
C183		Determine taskings for programming plans		.88	2	0	2	5	7	6	12	6.17
C187		Draft programming plans		.67	2	0	1	2	3	2	7	7.02
F369		Notify commanders or approving authorities of C-CS program cost overruns		1.73	2	2	5	5	6	7	11	4.85
0174		9a(6)(c). Content	B									
C187		Draft programming plans		.67	2	0	1	2	3	2	7	7.02
F329		Compile data for communications-computer systems program plans (CSPP)		2.33	7	2	3	5	5	6	9	5.73
F350		Draft CSPPs		.62	**	0	0	4	4	2	8	5.85
0175		9a(6)(d). Format	B									
C187		Draft programming plans		.67	2	0	1	2	3	2	7	7.02
F329		Compile data for communications-computer systems program plans (CSPP)		2.37	7	2	3	5	5	6	9	5.73
F350		Draft CSPPs		.67	**	0	0	4	4	2	8	5.85
0176		9a(6)(e). Processing	B									
C199		Update programming plans		1.14	2	7	5	7	8	7	13	5.28
F391		Process CSPPs		1.49	2	2	3	5	7	4	12	5.18
0177		9a(7). Support Plans										

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T Y	TASK NBR	STS ELEMENT/TASK TITLE	B	B	TNG EMP	ATI	TAFMS		TICF		EVL		DIF	
							1JB	1EL	1JB	1AS	5VL	7VL	5VL	7VL
0178		9a(7)(a). Purpose	B	B										
C183		Determine taskings for programming plans			.88	2	0	2	5	7	6	12	6	17
0179		9a(7)(b). Application	B	B										
C183		Determine taskings for programming plans			.88	2	0	2	5	7	6	12	6	17
C187		Draft programming plans			.67	2	0	1	2	3	2	7	7	02
0180		9a(7)(c). Content	B	B										
C187		Draft programming plans			.67	2	0	1	2	3	2	7	7	02
0181		9a(7)(d). Format	B	B										
C187		Draft programming plans			.67	2	0	1	2	3	2	7	7	02
0182		9a(7)(e). Processing	B	B										
C180		Coordinate taskings for programming plans with affected agencies			2.10	7	9	7	9	11	11	18	5	21
C183		Determine taskings for programming plans			.88	2	0	2	5	7	6	12	6	17
C187		Draft programming plans			.67	2	0	1	2	3	2	7	7	02
C195		Report status of programming plans			1.22	2	5	5	6	7	7	10	4	36
C196		Review changes and annexes to programming plans			1.20	2	7	7	6	7	7	14	4	69
C199		Update programming plans			1.14	2	7	5	7	8	7	13	5	28

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	DIF
				1JB	1EL	1JB	1AS			
0184	9b. Requiring Activity or Host Responsibility									
0190	9b(3). Project Support Agreement (PAS) Processing									
0191	9b(3)(a). Support Construction									
0192	9b(3)(a)1. Project booklet		B B							
C193	Process MCP project booklets or construction design drawings	2.31	7	2	5	4	6	7	18	5.30
0197	9b(4). Communications-Computer Systems Program Plan (CSPP)									
0196	9b(3)(b). Indorsement		B B							
C193	Process MCP project booklets or construction design drawings	2.31	7	2	5	4	6	7	18	5.30
0197	9b(4). Communications-Computer Systems									
0198	9b(4)(a). Purpose		B B							
C183	Determine taskings for programming plans	.88	2	0	2	5	7	6	12	6.17
C187	Draft programming plans	.67	2	0	1	2	3	2	7	7.02
C195	Report status of programming plans	1.22	2	5	5	6	7	7	10	4.36

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T Y	TSK NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	DIF
					1JB	1EL	1JB	1AS			
0199		9b(4)(b). Scope									
	C187	Draft programming plans	.67	2	0	1	2	3	2	7	7.02
	C196	Review changes and annexes to programming plans	1.20	2	7	7	6	7	7	14	4.69
0200		9b(4)(c). Content									
	C183	Determine taskings for programming plans	.88	2	0	2	5	7	6	12	6.17
	C187	Draft programming plans	.67	2	0	1	2	3	2	7	7.02
	C196	Review changes and annexes to programming plans	1.20	2	7	7	6	7	7	14	4.69
0228		10. COMMUNICATIONS-COMPUTER SYSTEMS INSTALLATION RECORDS (CSIR)									
0229		10a. Purpose									
	I522	Manage facility configuration controls	2.18	7	2	2	4	3	3	5	5.63
0243		11. MANPOWER AND ORGANIZATION									
0248		11b. Manpower standards									

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	TSK
				1JB	1EL	1JB	1AS			
0250	11b(2). Applications									
	A B									
J558	Process exceptions to manpower standards	3.51	11	2	3	3	5	5	15	5.36
J547	Plan annual manpower reapplications with affected work centers									
J549	Plan manpower assessments with affected work centers	2.73	7	2	3	4	6	6	15	4.71
J552	Process annual manpower reapplications	2.57	7	2	3	3	5	5	13	4.88
J548	Plan annual review of authorized civilian positions with affected work centers	3.39	7	2	5	4	7	7	18	5.02
		1.47	2	2	3	2	3	4	7	4.56
0252	11c. Organizational structure									
	A B									
J536	Develop organizational or functional charts	1.96	2	5	2	4	4	4	10	5.69
0253	11d. Organizational Change Request									
	A B									
J539	Draft organizational change requests (OCR)	2.43	7	2	2	3	4	4	10	6.29
J541	Evaluate OCRs	2.08	7	2	2	2	3	4	10	6.33
J562	Process OCRs	2.78	7	2	2	2	4	5	11	4.72
J570	Track status of OCRs	2.06	7	5	3	2	4	6	10	4.26
0254	12. AUTOMATIC DATA PROCESSING EQUIPMENT MANAGEMENT									
0255	12a. Inventory									

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	A B	TNG EMP	ATI	TAFMS		TICF		5VL	7VL	JSP
					1JB	1EL	1JB	1AS			
0257	12a(2). Other inventories	A B									
H473	Maintain ADPE equipment control listings (ECL)		2.57	7	16	9	10	8	8	5	5.66
0258	12a(3). Input information into Management Support System (MSS)	b b									
H476	Maintain information processing management system (IPMS) data bases		2.63	7	9	6	8	7	8	4	6.09
H477	Maintain management support system (MSS) data bases		2.51	7	19	10	10	8	9	3	6.55
H513	Update MSSs		2.00	2	14	10	8	8	8	4	6.53
0262	12b. ADPE documentation										
0266	12b(4). AF Form 198	A B									
A70	Initiate AF Forms 198 (Report of Survey for Air Force Property)		1.51	2	5	3	7	7	6	13	5.08
0271	13. ADMINISTRATIVE CONTRACT MANAGEMENT										
0272	13a. Responsibilities										

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	A	TNG EMP	ATI	TAFMS		TICF		EVL	ZVL	DSK
					1JB	1EL	1JB	1AS			
0273	13a(1). Base contracting officer	A									
K580	Maintain contract files		2.51	7	7	6	10	8	8	7	4.81
K571	Brief functional area chiefs or unit staffs on status of active C-CS contracts and contract changes		1.47	2	0	4	5	5	4	7	5.33
K575	Draft C-CS contract management amendments or changes		1.12	2	0	1	2	2	2	3	6.39
K578	Initiate contract renewal actions		1.45	2	2	3	5	5	4	5	6.12
K581	Maintain invoice files		1.88	2	5	6	7	6	7	4	4.72
0274	13a(2). Functional area chief	A									
K580	Maintain contract files		2.51	7	7	6	10	8	8	7	4.81
K571	Brief functional area chiefs or unit staffs on status of active C-CS contracts and contracts		1.47	2	0	4	5	5	4	7	5.33
K572	Certify commercial service contracts		1.55	2	2	3	3	2	2	3	6.13
K577	Draft inputs to statements of work (SOW)		1.57	2	2	3	3	4	4	6	7.23
K592	Process contract renewal actions		.80	2	2	2	3	3	3	4	5.38
K598	Research PWSS		.63	2	0	1	1	2	2	3	6.51
0276	13b. Contract index	A									
K579	Maintain C-CS contract management indexes		1.65	2	2	2	2	1	2	1	5.14
K573	Develop C-CS contract management indexes		1.20	**	0	0	1	1	0	1	5.58
K589	Process C-CS contract management indexes		.98	**	0	0	0	0	0	1	5.31
0278	13d. Performance work statement										

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T Y	TSK NBR	STS ELEMENT/TASK TITLE	A	TNG EMP	ATI	TAFMS		TICF		ZVL	DIF
						IJB	IEL	IJB	IAS		
0279		13d(1). Purpose	A	A							
K596		Process PWSs		.73	2	0	1	1	1	1	2
K597		Process SOWs or SOW amendments and changes		.88	2	2	6	3	5	5	7
0280		13d(2). Content	A	A							
K577		Draft inputs to statements of work (SOW)		1.57	2	2	3	3	4	4	6
0281		13d(3). Format	A	A							
K576		Draft inputs to performance work statements (PWS)		1.49	2	2	2	2	2	2	3
0286		15. AGREEMENTS									
0287		15a. Purpose	B	B							
N633		Develop reimbursable agreements		.41	2	0	1	0	0	1	2
0288		15b. Types									
0289		15b(1). Standard	B	B							
M618		Draft or initiate support agreements		2.22	7	0	3	2	3	4	5

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	B	B	ING EMP	ATI	TAFMS		TICF		ZVL		JFK
						1JB	1EL	1JB	1AS	5VL	5	
0290	15b(2). Nonstandard		B									
M618	Draft or initiate support agreements			2.22	7	0	3	2	3	4	5	6.53
0291	15c. Content		B									
M618	Draft or initiate support agreements			2.22	7	0	3	2	3	4	5	6.53
0292	15d. Frequency of reviews		B									
M619	Maintain file of support agreements			3.96	11	12	13	12	13	13	15	3.63
M620	Maintain listings of support agreements			3.45	7	5	9	9	10	11	11	3.15
M622	Perform review of support agreements			3.29	7	7	10	8	10	11	13	4.91
M628	Review listings of support agreements			2.35	7	2	9	8	9	11	9	3.44
0293	15e. Agreements processing											
0294	15e(1). Coordination		B									
M625	Process support agreements			3.75	11	7	15	9	13	14	14	4.81
M617	Brief commanders or staff on support agreements and impact of support agreements on unit resources			2.61	7	7	9	6	8	9	13	4.97
M621	Participate in support agreement meetings			3.04	7	7	9	6	7	8	10	4.18
M624	Process changes or amendments to support agreements			3.33	7	7	16	10	14	15	15	4.76
M627	Research support agreements			2.33	7	5	8	5	7	8	10	5.81

ANNEX C (CONTINUED)

II. STS ELEMENTS WITH TASKS MATCHED HAVING LESS THAN 20 PERCENT MEMBERS PERFORMING FOR ALL CATEGORIES OF PERSONNEL.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	TNG EMP	ATI	TAFMS		TICE		5VL	7VL	TSK DIF
				IJB	IEL	IJB	IAS			
M623	Plan or implement support agreements, other than PSAs and contingency support agreements	1.82	2	0	3	2	3	2	7	5.99
M626	Request support agreement negotiation authority	1.53	2	0	3	2	2	2	3	5.20
M629	Revise support agreements	2.00	2	0	4	4	5	5	8	5.99
0296	16. BASE CIVIL ENGINEERING (BCE) WORK REQUEST MANAGEMENT									
0300	16d. Meetings									
0302	16d(2). Facilities Board									
L612	Participate in facilities board meetings	2.88	7	2	7	5	7	7	15	4.20

ANNEX C (CONTINUED)

III. STS ELEMENTS WITH TASKS MATCHED TO SPECIALTY JOB DATA WITH GREATER THAN 20 PERCENT MEMBERS PERFORMING.

D T TSK Y NBR	STS ELEMENT/TASK TITLE		REQ		PGM		ADPE	
			MGT		MGT		RESC	MGT
0008	2a(2). Prevention of security violations	B -						
A25	Develop safety or security programs		13		18		24	13
0019	3b. Applicable AFOSH standards	- -						
A50	Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) program standards		8		16		22	15
0039	4a(10). Participate in USAF graduate evaluation program	- -						
B137	Complete USAF Graduate Evaluation Program evaluations		1		11		24	10
0118	7b(3). Membership	A B						
D239	Participate in CSWG meetings		18		16		28	6
0146	9a(1)(e). Processing	B B						
C183	Determine taskings for programming plans		0		11		17	8
D228	Draft PMDs		0		1		33	2
D254	Process PMDs		2		5		17	4

ANNEX C (CONTINUED)

III. S's ELEMENTS WITH TASKS MATCHED TO SPECIALTY JOB DATA WITH GREATER THAN 20 PERCENT MEMBERS PERFORMING.

D T Y	TSK NBR	STS ELEMENT/TASK TITLE	B	B	REQ MGT	PGM MGT	SUP	ADPE RESC MGT
0152		9a(2)(e). Processing		B				
C180		Coordinate taskings for programming plans with affected agencies			3	19	20	8
E322		Track CSDs			7	7	17	8
C183		Determine taskings for programming plans			5	13	20	6
E311		Process CSDs			4	14	2	4
0158		9a(3)(e). Processing		B				
C180		Coordinate taskings for programming plans with affected agencies			3	19	20	8
C183		Determine taskings for programming plans			0	11	17	8
E316		Process program management charters (PMC)			0	4	0	2
F358		Establish initial inputs to AFCC Workload Management Systems			1	4	0	2
F366		Implement taskings for program management charters (PMC)			1	1	0	4
0172		9a(6)(a). Purpose		B				
C180		Coordinate taskings for programming plans with affected agencies			3	19	20	8
C183		Determine taskings for programming plans			0	11	17	8
C187		Draft programming plans			0	4	9	6
C195		Report status of programming plans			0	13	11	6
0176		9a(6)(e). Processing		B				
C199		Update programming plans			0	12	20	8
F391		Process CSPPs			3	9	2	6

ANNEX C (CONTINUED)

III. STS ELEMENTS WITH TASKS MATCHED TO SPECIALTY JOB DATA WITH GREATER THAN 20 PERCENT MEMBERS PERFORMING.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	REQ MGT	PGM MGT	SUP	ADPE RESC MGT
0182	9a(7)(e). Processing				
C180	Coordinate taskings for programming plans with affected agencies	3	19	20	8
C183	Determine taskings for programming plans	0	11	17	8
C187	Draft programming plans	0	4	9	6
C195	Report status of programming plans	0	13	11	6
C196	Review changes and annexes to programming plans	1	13	20	6
C199	Update programming plans	0	12	20	8
0199	9b(4)(b). Scope				
C187	Draft programming plans	0	4	9	6
C196	Review changes and annexes to programming plans	1	13	20	6
0200	9b(4)(c). Content				
C183	Determine taskings for programming plans	0	11	17	8
C187	Draft programming plans	0	4	9	6
C196	Review changes and annexes to programming plans	1	13	20	6
0250	11b(2). Applications				
J558	Process exceptions to manpower standards	5	13	28	6
J547	Plan annual manpower reapplications with affected work centers	3	7	15	4
J549	Plan manpower assessments with affected work centers	4	10	26	4
J552	Process annual manpower reapplications	7	15	35	6
J548	Plan annual review of authorized civilian positions with affected work centers	3	12	26	6

ANNEX C (CONTINUED)

III. STS ELEMENTS WITH TASKS MATCHED TO SPECIALTY JOB DATA WITH GREATER THAN 20 PERCENT MEMBERS PERFORMING.

D T TSK Y NBR	STS ELEMENT/TASK TITLE	A	B	REQ MGT	PGM MGT	SUP	ADPE RESC MGT
0252	11c. Organizational structure						
J536	Develop organizational or functional charts			3	7	26	2
0253	11d. Organizational Change Request	A	B				
J539	Draft organizational change requests (OCR)			1	7	22	4
J541	Evaluate OCRs			2	7	26	4
J562	Process OCRs			3	9	22	4
J570	Track status of OCRs			3	9	24	4
0257	12a(2). Other inventories	A	B				
H473	Maintain ADPE equipment control listings (ECL)			3	1	2	65
0258	12a(3). Input information into Management Support System (MSS)	b	b				
H476	Maintain information processing management system (IPMS) data bases			1	2	4	42
H477	Maintain management support system (MSS) data bases			2	1	0	58
H513	Update MSSs			2	1	0	65
0292	15d. Frequency of reviews	B	B				
M619	Maintain file of support agreements			5	21	20	2
M620	Maintain listings of support agreements			2	18	11	2
M622	Perform review of support agreements			4	20	11	0
M628	Review listings of support agreements			3	16	9	2

ANNEX C (CONTINUED)

III. STS ELEMENTS WITH TASKS MATCHED TO SPECIALTY JOB DATA WITH GREATER THAN 20 PERCENT MEMBERS PERFORMING.

D T Y	TASK NBR	STS ELEMENT/TASK TITLE	B	B	REQ MGT	PGM MGT	SUP	ADPE RESC MGT
0294		15a(1). Coordination						
M625		Process support agreements			1	17	20	0
M617		Brief commanders or staff on support agreements and impact of support agreements on unit resources			2	15	11	0
M621		Participate in support agreement meetings			0	7	7	0
M624		Process changes or amendments to support agreements			8	21	17	4
M627		Research support agreements			6	21	17	4
M623		Plan or implement support agreements, other than PSAs and contingency support agreements			0	5	2	0
M626		Request support agreement negotiation authority			2	15	13	0
M629		Revise support agreements			2	9	9	0

ANNEX C (CONTINUED)

IV. EXAMPLES OF TASKS NOT MATCHED TO ANY ELEMENT OF THE STS AND HAVING GREATER THAN 20 PERCENT MEMBERS PERFORMING IN AT LEAST ONE CATEGORY OF PERSONNEL.

D T TSK Y NBR	TASK TITLE	TNG	TMS		TCF	TCF	5-	7-	TSK DIF	
		EMP	AI	IJB	IEL	IJB	IAS	LVL		LVL
A84	Maintain continuity folders	4.67	18	60	59	57	58	58	67	4.49
A102	Process AF Forms 1768	2.35	15	35	31	27	28	33	35	3.91
D236	Maintain requirements documents control logs	5.47	12	35	34	36	35	36	34	4.05
E298	Maintain C-CS program files	5.49	12	33	39	44	45	47	60	4.19
F361	Identify C-CS programmer report discrepancies	4.08	11	21	23	19	24	25	35	4.68
A91	Maintain suspense systems	2.20	7	23	22	22	24	24	36	3.87
E277	Conduct site surveys, other than engineering site surveys	2.71	7	16	23	22	23	26	30	5.16
F404	Report C-CS programmer report discrepancies	3.33	7	19	20	16	20	21	30	4.12
A40	Escort visitors through facilities	1.71	4	42	39	41	42	43	51	1.53
A6	Compile data for unit historical records	1.02	2	16	19	22	23	24	42	3.78
A14	Conduct AFCC management evaluation guide (MEG) inspections	1.84	2	21	21	24	28	28	56	5.52
A28	Direct maintenance of administrative files	1.00	2	12	16	21	22	20	40	4.44
A34	Draft inputs to unit historical records	1.33	2	21	25	21	27	27	46	4.43

ANNEX D

496X0 POI BLOCKS
OR UNITS OF INSTRUCTION
REQUIRING REVIEW

ANNEX D

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	TAFMS		TICF		TSK DIF
				1JB	1EL	1JB	1AS	
0016	II. Planning							
0019	II 2. Air Force Operational Plans	9						
0020	II 2a. Identify basic facts and terms regarding Air Force Operational Plans. STS: 5a(2)(a), 5a(2)(b), 5a(2)(c); Meas: W	(6)						
C173	Analyze C-CS planning documents		2.08	7	9	11	15	17
C171	Analyze annexes to operational plans		1.22	2	2	3	5	7
C174	Analyze command C-CS plans		1.61	2	2	2	7	7
0021	II 2b. Identify simple facts regarding the preparation of a Communications-Computer Systems Annex. STS: 5a(2)(d); Meas: W	(3)						
C171	Analyze annexes to operational plans		1.22	2	2	3	5	7
0022	II 3. Base Comprehensive Master Plan	4						

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0023		II 3a. Identify the relationship of basic facts and principles regarding the Base Comprehensive Master Plan. STS: 5c; Meas: W								
	C172	Analyze base comprehensive plans (BCP) or base master plans		2.12	7	5	5	6	8	6.99
0027		III. Requirements Documents and Processing								
0028		III 1. C-CS Requirements Documents	19.5							
0031		III 1c. Identify the relationship of the basic facts and principles regarding the C-CS Requirements Documents Flow Process. STS: 7a(1)(a), 7a(1)(b); Meas: W	(2.5)							
D258		Process technical solutions for C-CS programs requirements		3.49	11	19	19	27	28	5.24
D266		Verify accomplishment of requirements documents manpower assessments		3.73	11	9	10	14	17	4.30
D240		Participate in technical solution meetings		2.92	7	12	12	15	18	4.38
D216		Develop proposed technical solutions for C-CS programs requirements		1.43	2	9	12	10	14	7.23
D241		Perform technical solutions for C-CS programs requirements		1.08	2	2	6	8	10	6.41

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0034		III 2. Air Force Form 601	12.5							
0038		III 2d. Given HO AC&W 2496-03F containing all required information, research a Table of Allowance (TA) with no more than two errors. STS: 7a(2)(a); Meas: PC/W	(2)							
A109		Research table of allowances (TA)		2.86	7	19	14	22	21	4.42
0039		III 3. Special Requirements	17.5							
0040		III 3a. Identify the basic facts and terms regarding special requirements. STS: 6c(1), 6c(2), 6c(4), 6c(5), 6c(6); Meas: W	(10)							
F360		Identify and advise customers to initiate RFSS		2.61	7	7	10	12	14	4.73
F399		Process requests for temporary emergency C-CS support requirements		2.96	7	9	8	8	9	5.92

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		ISK DIF
						1JB	1EL	1JB	1AS	
0041		III 3b. Given HO AC&W 2496-03C, containing all required information, prepare a request for service with no more than two errors. STS: 6c(3)(a); Meas: PC/W	(3.5)							
F334		Compile data for request for services (RFS)		3.98	11	12	11	15	15	5.47
F357		Draft RFSS		3.02	7	2	6	7	8	6.27
F368		Initiate followup procedures for completion of telecommunications service requests (TSR)								
F389		Process completion, in effect, or delayed service reports		2.22	7	5	8	9	8	5.11
F400		Process RFSS		3.10	7	2	8	5	7	4.84
F416		Track status of RFSS		3.18	7	5	6	9	9	5.74
F417		Track status of TSRs		2.84	7	2	6	13	12	4.55
				2.53	7	2	7	11	11	4.61
0042		III 3c. Given HO AC&W 2496-03D, containing all required information, prepare a delayed service report with no more than two errors. STS: 6c(3)(b); Meas: PC/W	(2)							
F349		Draft completion, in effect, or delayed service reports		2.27	7	2	6	4	5	4.91
F389		Process completion, in effect, or delayed service reports		3.10	7	2	8	5	7	4.84
F414		Track status of completion, in effect, or delayed service reports		2.51	7	5	7	6	8	4.46

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0044		II 4. C-CS Working Group	3							
0045		III 4a. Identify the basic facts and terms regarding the C-CS Working Group. STS: 7b(1), 7b(2), 7b(3); Meas: W								
D207		Compile data for CSWG meetings		4.14	11	14	7	15	14	5.24
D219		Draft agendas for CSWG meetings		4.04	11	5	3	8	9	5.03
D223		Draft minutes of CSWG meetings		3.98	11	9	5	8	8	4.69
D234		Initiate followup procedures for completion of CSWG meeting action items		3.94	11	9	6	6	9	4.75
D239		Participate in CSWG meetings		3.65	11	14	7	13	14	3.85
D251		Process minutes of CSWG meetings		3.92	11	14	7	8	9	4.22
D260		Record proceedings of CSWG meetings		3.96	11	9	5	6	7	4.02
D263		Review inputs for CSWG meetings		3.59	11	9	6	10	10	4.39
D204		Compile data for communications-computer systems working group (CSWG) regulations		2.94	7	9	6	10	11	5.54
D244		Plan CSWG meetings		2.86	7	7	6	7	9	4.21
D248		Prebrief CSWG chairperson on CSWG meeting agenda items		3.22	7	2	3	5	7	4.70
0C48		III 6. Programming, Budgeting and Funding C-CS Requirements								

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0049		III 6a. Identify the basic facts and terms regarding Programming, Budgeting and Funding C-CS Requirements. STS: 8a(1), 8a(2), 8a(3), 8a(4), 8b(1), 8b(2), 8b(3), 8b(4); Meas: W		1.59 .67	2 2	0 0	4 1	9 2	11 3	5.37 7.02
A113 C187		Review funds expenditures Draft programming plans								
0053		IV. Communications-Computer Systems (C-CS) Plans and Architectures								
0054		IV 1. Air Force Planning and Architecture Guidance	11							
0055		IV 1a. Identify the basic facts and terms regarding Air Force planning and architecture guidance. STS: 5b(1), 5b(2), 5b(3), 5b(4); Meas: W	(10)							
G421 G422 G423		Analyze C-CS capabilities to reduce systems overlaps Analyze proposed technical solutions for feedback to architecture and standards development Brief commanders or staff on status of architecture or integration actions		1.57 1.12 1.27	2 2 2	2 0 0	2 1 1	5 4 3	5 4 4	6.40 6.91 5.70

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI_ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					IJB	IEL	IJB	IAS	
G432	Identify integration problems		.80	2	0	2	3	4	7.34
G433	Identify proposed technical solutions for interoperability issues and interfaces		.67	2	0	1	3	3	7.39
G434	Identify proposed technical solutions for prototyping or integration testing		.57	***	0	0	2	1	7.51
0056	IV 1b. Identify the relationship of basic facts and principles regarding the architecture library. STS: 5b(5); Meas: W	(1)							
G435	Maintain C-CS architecture data bases		1.73	2	2	3	3	3	6.22
G436	Maintain C-CS architecture libraries		1.65	2	5	2	2	3	5.84
G437	Maintain documents to support architecture and integration efforts		1.49	2	2	2	2	4	5.69
0057	IV 2. Major Command C-CS Plan	3.5							
0058	IV 2a. Identify the relationship of the basic facts and principles regarding the MAJCOM Communications-Computer Systems Plan. STS: 5f(1), 5f(2); Meas: W								
C173	Analyze C-CS planning documents		2.08	7	9	11	15	17	6.69
C174	Analyze command C-CS plans		1.61	2	2	2	7	7	7.04
C188	Participate in periodic technical assessments of command C-CS plans		.92	2	5	2	2	3	5.85

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATT	IAFMS			TICF			ISK DIF
						1JB	1EL	1AFMS	1JB	1AS	1TICF	
0059		IV 3. Periodic Technical Review	6									
0060		IV 3a. Identify the relationship of basic facts and principles about a periodic technical review. STS: 5e(1), 5e(2); Meas: W (2)										
C178		Conduct periodic technical review meetings		.98	2	2	2	2	3	3	3	5.73
C188		Participate in periodic technical assessments of command C-CS plans		.92	2	5	2	2	2	3	3	5.85
C189		Participate in periodic technical review meetings		1.49	2	7	6	6	5	6	6	5.54
C190		Participate in periodic technical surveys		1.76	2	9	7	7	6	6	6	5.41
0062		IV 3c. State the basic facts about obtaining reference documents. STS: 5e(4); Meas: W (2)										
C175		Compile data for completion of base communications-computer systems assessments (BCA)		3.47	11	9	11	11	12	14	14	7.09
C177		Compile data for programming plans		1.65	2	5	2	2	7	7	7	6.58
0063		IV 4. Base C-CS Assessments	10									

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATT	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0064	IV 4a. Identify the relationship of the basic facts and principles regarding the Base Communications-Computer Systems Assessment. STS: 5d(1), 5d(2); Meas: W	(6)							
C175	Compile data for completion of base communications-computer systems assessments (BCA)		3.47	11	9	11	12	14	7.09
0065	IV 4b. Given HO AC&W 1496-03A containing all the necessary information, prepare a Base C-CS Assessment with no more than four errors. STS: 5d(3); Meas: PC/W	(4)							
C175	Compile data for completion of base communications-computer systems assessments (BCA)		3.47	11	9	11	12	14	7.09
C184	Draft BCAs		2.47	7	0	7	8	9	7.19
C191	Process BCAs		2.80	7	0	5	6	7	5.68
C197	Review inputs to BCAs		2.29	7	0	7	7	8	4.95
C198	Update BCAs		2.55	7	2	7	8	9	5.41
C177	Compile data for programming plans		1.65	2	5	2	7	7	6.58
0069	V. Programs and Projects Management								
0070	V 1. Implementing Command or Activity Responsibility	21							

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0071	V 1a. Identify the relationship of basic facts and principles regarding Implementing Command or Activity responsibilities for the Program Management Directive (PMD). STS: 9a(1)(a), 9a(1)(b), 9a(1)(c), 9a(1)(d), 9a(1)(e); Meas: W	(3)							
C180	Coordinate taskings for programming plans with affected agencies		2.10	7	9	7	9	11	5.21
0072	V 1b. Identify the relationship of basic facts and principles regarding Implementing Command/Activity responsibilities for the Communications-Computer Systems Directive (CSD). STS: 9a(2)(a), 9a(2)(b), 9a(2)(c), 9a(2)(d), 9a(2)(e); Meas: W	(2)							
C180	Coordinate taskings for programming plans with affected agencies		2.10	7	9	7	9	11	5.21
E282	Determine taskings for CSDs		1.63	2	7	5	8	7	5.46
E296	Initiate or draft CSDs		.61	2	2	2	6	5	6.17

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0073	V 1c. Identify the relationship of basic facts and principles regarding Implementing Command/Activity responsibilities for the Program Management Charter (PMC). STS: 9a(3)(a), 9a(3)(b), 9a(3)(c), 9a(3)(d), 9a(3)(e); Meas: W								
	(3)								
C180	Coordinate taskings for programming plans with affected agencies	2.10	7	9	7	11	9	11	5.21
E316	Process program management charters (PMC)	.65	2	0	2	3	2	3	5.39
0076	V 1f. Identify the relationship of basic facts and principles regarding Implementing Command/Activity responsibilities for the Communications-Computer Systems Program Plan (CSPP). STS: 9a(6)(a), 9a(6)(b), 9a(6)(c), 9a(6)(d), 9a(6)(e); Meas: W								
	(2)								
C180	Coordinate taskings for programming plans with affected agencies	2.10	7	9	7	11	9	11	5.21
F329	Compile data for communications-computer systems program plans (CSPP)	2.33	7	2	3	5	5	5	5.73
F391	Process CSPPs	1.49	2	2	3	5	5	7	5.18
F350	Draft CSPPs	.82	***	0	0	4	4	4	5.85

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0077	V 1g. Identify the relationship of basic facts and principles regarding Implementing Command/Activity responsibilities for Support Plans. STS: 9a(7)(a), 9a(7)(b), 9a(7)(c), 9a(7)(d), 9a(7)(e); Meas: W	(2)							
C180	Coordinate taskings for programming plans with affected agencies		2.10	7	9	7	9	11	5.21
0078	V 1h. Identify the relationship of basic facts and principles regarding Implementing Command/Activity responsibilities for Project material management. STS: 9a(8); Meas: W	(3)							
A19	Determine logistics requirements, such as equipment, personnel, or space		.57	2	12	14	17	21	4.98
A81	Inventory equipment or supplies, other than ADPE		1.78	2	21	23	22	24	3.60
N637	Monitor materiel support requirements for logistics assessments		.86	2	0	2	3	3	5.19
0079	V 2. Requiring Activity and Host Responsibilities	25.5							

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATT	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0082	V 2c. Identify the relationship of the basic facts and principles regarding Project Support Agreement (PSA) processing. STS: 9b(3)(a)(1), 9b(3)(a)(2), 9b(3)(a)(4), 9b(3)(b); Meas: W (5)								
C193	Process MCP project booklets or construction design drawings		2.31	7	2	5	4	6	5.30
E302	Participate in military construction program (MCP) design review meetings		3.35	7	12	16	12	16	4.77
M621	Participate in support agreement meetings		3.04	7	7	9	6	7	4.18
M622	Perform review of support agreements		3.29	7	7	10	8	10	4.91
0084	V2e. Identify the relationship of the basic facts and principles regarding a Communications-Computer System Plan (CSPP). STS: 9b(4)(a), 9b(4)(b), 9b(4)(c); Meas: W (6.5)								
C180	Coordinate taskings for programming plans with affected agencies		2.10	7	9	7	9	11	5.21
0088	VI. Implementation, Acquisition and Acceptance								
0089	VI i. Implementation and Acquisition								

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I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D14

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					IJB	1EL	IJB	1AS	
0102	VI 3a. Identify the basic facts and terms regarding C-CS Installation Records. STS: 10a, 10b, 10c(1), 10c(2), 10d(1), 10d(2), 10d(3)(a), 10d(4)(a), 10d(4)(b); Meas: W (12)								
F392	Process engineering change request/authorizations (ECR/A)		4.06	11	14	22	18	22	4.42
I516	Coordinate review of CSIR drawing records with affected agencies								
I517	Establish CSIR files		3.88	11	23	26	25	23	3.94
I518	Establish suspense system for annual review of CSIRs		4.10	11	23	23	21	19	5.35
I519	Maintain CSIR drawing indexes		3.84	11	21	17	19	17	4.74
I520	Maintain CSIR files		4.06	11	23	23	23	20	4.63
I523	Perform annual certification review of CSIR drawings		4.47	11	26	26	24	22	4.88
I525	Process CSIR transmittal documents		3.57	11	21	17	15	14	5.05
I526	Process CSIRs		3.69	11	16	22	21	20	4.18
I524	Process blue line and sepia drawings		3.65	11	19	20	20	18	4.46
I527	Request engineering documents, such as blueprints or installation records		3.20	7	12	19	18	17	4.77
I528	Review base master plan (BMP) and programmed requirements		2.80	7	19	23	19	19	3.84
			3.27	7	7	7	6	7	5.59

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0103	V: 3b. Given HO AC&W 2496-06D containing all required information, prepare an AF Form 1318 with no more than two errors. STS: 10d(3)(b); Meas: PC/W	(1)							
I515	Complete transmittal documents for communications-computer systems installation records (CSIR)		3.92	11	21	24	24	22	3.97
I525	Process CSIR transmittal documents		3.69	11	16	22	21	20	4.18
A101	Process AF Forms 1318		2.78	7	16	22	18	19	3.76
A8	Complete AF Forms 1318 (Transmittal of C-E Engineering-Installation Document and Data)		2.78	3	19	25	22	22	2.59
0109	VII. Unit Resources and Administrative Contract Management								
0110	VII 1. Manpower Documents	12							
0111	VII 1a. Identify the relationship of basic facts and principles about the content of an Extended Unit Manpower Document. STS: 11a(1); Meas: W	(7)							
J544	Maintain extended unit manpower documents (EUMD)		3.90	11	14	14	14	16	4.47
J557	Process EUMDs		3.39	7	12	10	8	11	4.29

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					IJB	IEL	IJB	IAS	
0112	VII 1b. Identify basic facts and terms about an authorization change notice. STS: 11a(2); Meas: W	(2)							
J553	Process authorization change notices (ACN)		3.75	11	12	11	11	12	4.55
0113	VII 1c. Given HD AC&W 2496-07A and the student text prepare a Manpower Change Request with no more than four errors. STS: 11a(3); Meas: PC/W	(3)							
A35	Draft manpower change requests (MCR)		4.22	11	9	13	18	19	5.38
J532	Assist customers in drafting MCRs		4.31	11	9	10	11	13	5.09
J561	Process MCRs		3.88	11	7	8	9	11	4.76
J569	Track status of MCRs		3.47	11	7	9	9	12	4.21
J531	Annotate manpower change request (MCR) preparation checklists		3.39	7	7	10	9	11	3.99
J533	Brief commanders or staff on manpower actions, such as changes and adjustments to current authorizations		3.33	7	9	10	11	14	4.88
J540	Evaluate MCRs		2.84	7	2	6	6	8	6.22
J560	Process MCR preparation checklists		2.88	7	5	6	7	9	4.56
0114	VII 2. Manpower Standards	8.5							

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0115	VII 2a. Identify basic facts and terms concerning manpower standards. STS: 11b(1), 11b(2); Meas: W	(5.5)							
J558 A49	Process exceptions to manpower standards Evaluate Functional Account Code (FAC) 3802 manpower standards		3.51	11	2	3	3	5	5.36
J537 J547	Draft exceptions to manpower standards Plan annual manpower reapplications with affected work centers		2.37 2.92	7 7	2 2	7 3	10 4	13 5	7.34 6.18
J549 J552 J568 J548	Plan manpower assessments with affected work centers Process annual manpower reapplications Track status of exceptions to manpower standards Plan annual review of authorized civilian positions with affected work centers		2.73 2.57 3.39 2.76	7 7 7 7	2 2 2 2	3 3 5 3	4 3 4 2	6 5 7 5	4.71 4.88 5.02 4.25
0116	VII 2b. Given HO AC&W 2496-07B and the student text prepare a manpower assessment with no more than four errors. STS: 11b(3); Meas: PC/W		1.47	2	2	3	2	3	4.56
J534 J535 J545 J556 J559	Compile data for manpower assessments Compile data for manpower engineering teams Participate in manpower assessments Process data for manpower engineering teams Process manpower assessments		3.61 3.31 2.84 2.22 3.18	11 7 7 7 7	5 2 2 2 2	6 5 7 3 4	8 6 8 3 5	11 9 11 6 7	5.88 5.90 5.22 4.76 5.07

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
J564	Schedule annual manpower reapplications with affected work centers		2.53	7	2	5	3	5	3.68
J566	Schedule manpower assessments with affected work centers		2.53	7	2	4	2	4	3.77
J565	Schedule annual review of authorized civilian positions with affected work centers		1.41	2	2	2	1	2	3.88
0117	VII 3. Organizational Change Request	3							
0118	VII 3a. Identify basic facts and terms concerning organizational change requests. STS: 11c, 11d; Meas: W								
J539	Draft organizational change requests (OCR)		2.43	7	2	2	3	4	6.
J541	Evaluate OCRs		2.08	7	2	2	2	3	6.33
J562	Process OCRs		2.78	7	2	2	2	4	4.72
J570	Track status of OCRs		2.06	7	5	3	2	4	4.26
J536	Develop organizational or functional charts		1.96	2	5	2	4	4	5.69
0123	VII 6. Responsibilities	7							

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0124		VII 6a. Identify the basic facts and terms regarding responsibilities involved in administrative contract management. STS: 13a(1), 13a(2), 13a(3); Meas: W								
F372		Participate in contractor in-out briefings		2.39	7	5	13	11	16	3.85
K580		Maintain contract files		2.51	7	7	6	10	8	4.81
K571		Brief functional area chiefs or unit staffs on status of active C-CS contracts and contract changes		1.47	2	0	4	5	5	5.33
K575		Draft C-CS contract management amendments or changes		1.12	2	0	1	2	2	6.39
K578		Initiate contract renewal actions		1.45	2	2	3	5	5	6.12
K592		Process contract renewal actions		.80	2	2	2	3	3	5.38
K598		Research PWSs		.63	2	0	1	1	2	6.51
0125		VII 7. Contract Index								
										4
0126		VII 7a. Identify the basic facts and terms regarding a contract index. STS: 13b; Meas: W								
K579		Maintain C-CS contract management indexes		1.65	2	2	2	2	1	5.14
K573		Develop C-CS contract management indexes		1.20	***	0	0	1	1	5.58
K589		Process C-CS contract management indexes		.98	***	0	0	0	0	5.31
0127		VII 8. Quality Assurance Evaluators								
										4.5

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					IJB	1EL	IJB	IAS	
0128	VII 8a. Identify the basic facts and terms involved with quality assurance evaluators (QAEs). STS: 13c; Meas: W								
K574	Document C-CS contract management quality assurance evaluator (QAE) training		1.16	2	0	1	1	1	5.22
K584	Participate in source selection meetings		1.00	2	0	1	0	0	5.37
K585	Perform QAE performance evaluations		1.51	2	0	2	2	3	6.32
K583	Participate in request for proposal (RFP) meetings		1.0	***	0	0	1	1	5.02
0129	VII 9. Performance Work Statement								
0130	VII 9a. Identify the basic facts and terms regarding performance work statements (PWSs). STS: 13d(1), 13d(2), 13d(3); Meas: W								
K576	Draft inputs to performance work statements (PWS)		1.49	2	2	2	2	2	7.06
K596	Process PWSs		.73	2	0	1	1	1	5.47
K597	Process SOWs or SOW amendments and changes		.88	2	2	6	3	5	5.56
0134	VIII. Automatic Data Processing Equipment Management								
0135	VIII 1. Documentation								

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATT	TAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0136		VIII 1a. Identify basic facts and terms concerning ADPE documentation. STS: 12b(1), 12b(2), 12b(3), 12b(4), 12b(5); Meas: W								
H442		Advertise excess automatic data processing equipment (ADPE)		2.25	7	14	10	11	10	4.32
H443		Arrange preinstallation storage or post removal of ADPE		2.06	7	19	14	13	12	4.69
H446		Audit ADPE upon receipt		2.33	7	16	12	11	11	4.59
H447		Certify ADPE lease invoices		2.08	7	14	9	8	6	5.36
H450		Certify ADPE purchase invoices		2.39	7	16	10	11	9	5.35
H457		Complete or initiate SF Forms 120 (Report of Excess Personal Property) for excess ADPE								
H469		Inspect ADPE upon receipt		2.12	7	21	14	14	13	4.97
H472		Maintain ADPE account files		2.25	7	14	11	11	11	4.79
H474		Maintain ADPE inventory document files		2.53	7	21	15	15	12	5.69
A85		Maintain DD Forms 1155 (Order for Supplies or Services)		2.78	7	21	15	14	12	5.36
A89		Maintain status indicators, such as boards, graphs, or charts		1.29	2	7	10	10	11	3.35
H452		Certify C-CS purchase invoices, other than ADPE		1.90	2	28	22	22	23	4.02
H488		Print computer generated AF Forms 992 (ADPE Identification)		1.41	2	5	2	3	3	5.22
H492		Process ADPE invoices		1.41	2	21	14	12	10	4.34
H495		Process AF Forms 782 (Equipment Order/Receipt)		1.80	2	19	9	10	7	5.31
H499		Process SF Forms 120 (Report of Excess Personal Property)		1.86	2	9	7	9	6	5.28
0137		VIII 2. Inventory		1.90	2	19	11	11	9	5.17

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATF		TAFMS		TICF		TSK DIF
				ATI	ATL	1JB	1EL	1JB	1AS	
0139	VIII 2b. Determine step-by-step procedures for inputting information into the Management Support System (MSS). STS: 12a(3); Meas: W	(4)								
H477 H513	Maintain management support system (MSS) data bases Update MSSs		2.51 2.00	7 2	19 14	10 10	10 8	8 8		6.55 6.53
0140	VIII 2c. Given HO AC&W 2496-8A, RCS: HAF MR 7104 Work Project, prepare the report input with no more than three errors. STS: 12b(2); Meas: PC	(8)								
H453	Compile data for ADPE inventory system reports (RCS HAF-SIP(M)7104)		2.82	7	23	14	12	11		5.99
0141	VIII 3. Equipment Control Officer Contract Monitoring Responsibilities	1.5								

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	IAFMS		TICF		TSK DIF
						1JB	1EL	1JB	1AS	
0142		VIII 3a. Identify basic facts and terms relating to AFPE contract monitoring. STS: 12e; Meas: W								
H449		Certify ADPE maintenance invoices		2.18	7	21	11	13	9	5.30
H455		Complete or initiate AF Forms 597 (ADPE Maintenance Record) or contractor equivalent forms or records		2.92	7	21	16	15	13	5.37
H458		Compute ADPE charges		2.63	7	23	18	17	14	6.07
H489		Process ADPE charges		1.76	2	21	13	13	10	5.42
0143		VIII 3b. Given HO AC&W 1496-9B, containing all necessary information, compute credits for ADPE maintenance with no more than three errors. STS: 12d; Meas: PC								
					(5)					
H449		Certify ADPE maintenance invoices		2.18	7	21	11	13	9	5.30
H455		Complete or initiate AF Forms 597 (ADPE Maintenance Record) or contractor equivalent forms or records		2.92	7	21	16	15	13	5.37
H459		Compute ADPE credits		2.49	7	23	18	17	14	6.10
H490		Process ADPE credits		2.16	7	23	14	14	11	5.42
0144		VIII 4. Credits and Charges								
									10	

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T TSK Y NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					1JB	1EL	1JB	1AS	
0145	VIII 4a. Given H0 AC&W 2496-8B, containing all necessary information, compute charges for ADPE maintenance with no more than three errors. STS: 12c; Meas: PC (5)								
H468	Evaluate contractor performance for compliance with ADPE maintenance contracts		1.71	2	9	7	8	7	6.45
H479	Monitor maintenance requirements, contracts, or funding for ADPE systems		1.76	2	14	8	10	8	5.97
H505	Report contractor performance deficiencies or noncompliance with ADPE maintenance contracts		1.39	2	7	5	5	4	5.85
A86	Maintain list of equipment custodians and alternates		1.33	1	16	19	20	19	2.82
0150	IX. Small Computers								
0151	IX 1. Setup								
									11
0152	IX 1a. Given the Zenith 248 Computer, software, H0 AC&W 2496-19, and H0 AC&W 2496-19A, set up the computer for operations with no more than four errors. STS: 14a; Meas: PC/W								
A116	Set up small computers, such as Z-100, Z-150, and Z-248		3.33	7	23	23	27	29	5.63

ANNEX D (CONTINUED)

I. POI BLOCKS OF INSTRUCTION NOT SUPPORTED BY SURVEY DATA SHOWN WITH MATCHED TASKS. TASKS HAVE LESS THAN 30 PERCENT FIRST TERM MEMBERS PERFORMING.

D T Y	TSK NBR	POI ELEMENT/MATCHED TASKS	CLASS HOURS	TNG EMP	ATTI	TAFMS		TICF		TSK
						1JB	1EL	1JB	1AS	
0155		IX 3. Operator Maintenance	3							
0156		IX 3a. Identify the basic facts and terms concerning operator maintenance on small computers. STS: 14c; Meas: W								
A94		Perform operator maintenance on small computers, such as Z-100, Z-150, and Z-248		3.00	7	23	22	26	27	4.58

ANNEX D (CONTINUED)

II. EXAMPLES OF TASKS HAVING GREATER THAN 30 PERCENT FIRST TERM PERSONNEL PERFORMING AND NOT REFERENCED TO ANY ELEMENT OF THE POI

D T Y	TASK NBR	TASK TITLES	TNG EMP	ATI	TAFMS		TICF		TSK DIF
					IJB	IEL	IJB	IAS	
A41		Establish continuity folders	4.12	18	53	56	62	61	5.53
A84		Maintain continuity folders	4.67	18	60	59	57	58	4.49
D200		Advise customers status of requirements documents, such as AF Forms 9, 601, 2005, and 3215	5.73	18	79	76	77	75	3.70
D209		Coordinate C-CS requirements with affected agencies	5.16	18	56	58	56	59	4.81
E297		Initiate requests for Base Civil Engineer (BCE) construction support requirements	4.65	18	47	55	43	46	4.44
E299		Maintain C-CS project folders	6.39	18	44	58	56	58	4.24
A102		Process AF Forms 1768	2.35	15	35	31	27	28	3.91
D255		Process requests for ancillary items, such as telephone jacks, house wiring, and modems	3.18	15	37	34	33	33	4.30
A31		Draft agendas for staff meetings, conferences, or workshops	3.47	12	35	34	31	36	4.81
A36		Draft minutes of staff meetings, conferences, or workshops	3.49	12	30	33	27	33	4.27
A71		Initiate AF Forms 1768 (Staff Summary Sheet)	4.59	12	40	45	43	46	4.47
A110		Review C-CS programmer reports	5.14	12	35	44	43	46	4.05
D236		Maintain requirements documents control logs	5.47	12	35	34	36	35	4.05
E272		Compile data for allied support or support construction status reports	4.27	12	28	36	32	35	5.04
E278		Coordinate C-CS project support requirements, other than PSAs, with affected agencies	4.65	12	26	31	31	33	4.71
E298		Maintain C-CS program files	5.49	12	33	39	44	45	4.19
E309		Process allied support or support construction status reports	4.02	12	28	34	26	30	4.26
E310		Process C-CS project packages	4.90	12	33	41	37	40	4.31
E326		Verify milestone schedules	4.06	12	26	31	33	34	4.38
F342		Coordinate allied support completion inspections with affected agencies	4.65	12	28	33	30	32	4.15
D261		Request technical solutions for C-CS programs requirements	3.82	11	26	29	30	33	4.13